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# Championship Gold Medal and Cash Awards for Writers of ISAAC PITMAN'S SHORTHAND

*Increased Cash Awards Amounting to \$525.00*

## MEDAL AWARD

We give in reduced facsimile an illustration of the Isaac Pitman Shorthand Championship Trophy (value \$175) offered by Pitman's Journal for competition at Providence, R. I., on Saturday, April 10, 1909, in connection with the annual meeting of the Eastern Commercial Teachers' Association, when the Eagan International Cup (open to all shorthand writers, and now held by an Isaac Pitman writer), and the Miner Gold Medal (open to all writers of less than ten-years' experience), will be competed for. The trophy, which is of solid gold and weighs four and one-half ounces, is given for the purpose of arousing enthusiasm and emulation among the writers of Isaac Pitman Shorthand, and must be won three times consecutively before it can be retained permanently. The competition is open to writers of the Isaac Pitman system who have commenced the study within the limits of North America, and there is no limit as to age, sex, or color. This medal will not be awarded unless the gross speed exceeds 160 words per minute, and the net speed 150. Candidates must enter their names with Isaac Pitman & Sons, 31 Union Square, New York City, before the date of the Providence meeting. The present holder of the medal is Miss Nellie M. Wood, of West Somerville, Mass.

## CASH AWARDS

In addition to the trophy, Pitman's Journal also offers a cash award of \$350 to any writer of the Isaac Pitman shorthand who may be successful in winning the Eagan International Cup, also a cash award of \$175 to any writer of the Isaac Pitman system winning the Miner Gold Medal. This offer is open to all Isaac Pitman writers, American or otherwise.



## THE WORLD'S RECORD FOR SPEED

is held by Miss Nellie M. Wood (an Isaac Pitman writer), who won the Eagan International Cup (1908) with a gross speed of 260 words per minute and a net speed of 253 words per minute.

## THE WORLD'S RECORD FOR ACCURACY

in high speed shorthand writing is held by Sidney H. Godfrey (an Isaac Pitman writer), who wrote at the third International Speed Contest, Philadelphia, 1908, at the rate of 180 words per minute and turned in a transcript 99 4/5% correct.

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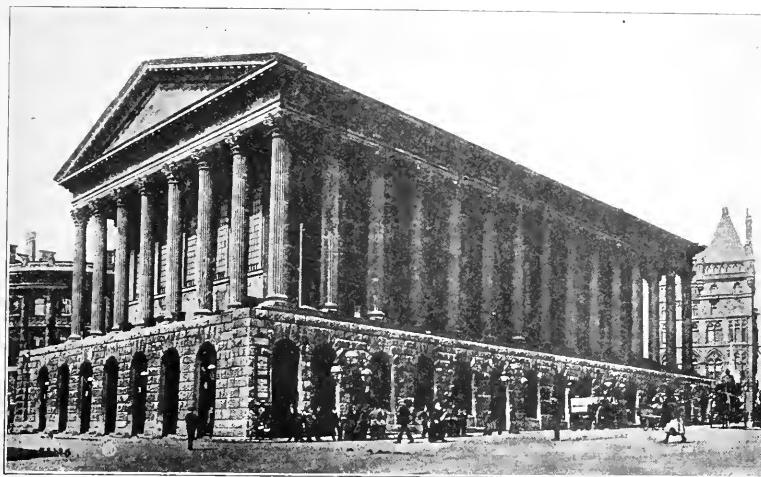
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# DENMAN'S ART JOURNAL

VOL. 33

JANUARY, 1909

NO. 5



TOWN HALL OF BIRMINGHAM. ONE OF THE NOTED BUILDINGS OF CENTRAL ENGLAND.

**N**O matter what may have been the misfortunes of an individual during the year that is passing away, he always looks forward to the new one with hope. That hope which is said to spring eternal in the human breast seems to burn brightest in the latter days of the year and centres upon the season to come. The mistakes of the past will be avoided, the opportunities that may have been passed over will no longer be neglected and anything that energy and ambition can do will be done—this is the usual attitude with regard to the taking down of the old calendar and the hanging up of the new.

There is special reason this December for looking forward to the future with hope and confidence. Most business men, through no fault of their own, have felt the effects of a year of business depression. They have been forced to curtail their expenditures to meet a more limited income, and in many cases the manager of the business has paid himself for the privilege of controlling it.

Business schools generally have probably felt less of this pressure than the average business house, for the latter, while unable to make the expansive campaign he had planned, must preserve his organization intact in order to

be ready for the flow of the business tide which must inevitably come. To this end, therefore, it was necessary to keep the staff complete, and the demand for young people has been strong enough to prevent anything like a serious setback to the work of the commercial schools.

This year, with the star of prosperity rising rapidly higher in the business firmament, there is every reason for confidence on the part of everyone, and particularly on the part of the commercial school men. That there has been some slight limitation in the work of these institutions cannot be questioned, and the result will be that when the demand for thoroughly trained young men and women reaches its normal proportions there will be just enough of a shortage to create an exceptional opportunity for those who are now preparing themselves—for those who are going to be ready to do work a little above the average. The demand for those whose work is a little below the average never has been and, we hope, never will be strong.

The Journal, with its opportunities for being of service to young people, is looking forward to a large share of this increased prosperity, not that it hopes to reach large pecuniary rewards, for the margin of profit on such a publication as this is too narrow to admit of that, but that

# *The Penman's Art Journal*

PUBLISHED BY  
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**The one thing of which The Journal is proud is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.**

through an enlarged field to do more and better work for the cause of business education and business writing.

With this month we reproduce some of the initial work in the great course in business writing begun in the September issue. We feel that in no way can we better conserve the interests of the new aspirants to perfection in penmanship than by giving them an opportunity to follow from the beginning the course which has proved so popular during the fall, and concerning which so many congratulatory letters have come into The Journal office.

Aside from these lessons the magazine is going to be brighter and better than ever, and we hope every teacher will feel that it is to his advantage and to the advantage of the pupil to have The Journal brought to his attention. In the last third of a century we have furnished inspiration to thousands of pupils—yes, tens and hundreds of thousands of them—and with the hearty co-operation of our friends, old and new, we expect to help them to a still greater extent in the future.

Our New Year's resolution, then, is to do all we can for the teacher and pupil, and by this means be of service to the business man who must look to the commercial schools for assistance in his office. If the teacher will resolve to bring to the attention of every pupil the merits of this magazine as a means of making them more proficient in their work and helping them to attain that success which they have set themselves to achieve the season will be a most gratifying one for all of us.

We have resurrected our old motto and brought it out for continuous use during 1900. Help, Hope and Hustle, that is our creed, and what we have learned by long experience we give freely to all our readers—the greatest of these is Hustle.



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The man behind the L. C. Smith & Bros. Typewriter Company, Syracuse, N. Y. Eighteenth of a series of "Men Behind Great Business Enterprises Closely Associated with Commercial School Interests."

**BACK FROM EUROPE**

The editor of THE JOURNAL returned from Europe on the 8th of December with much valuable material in the way of penmanship specimens and general information which will be available to the readers of this magazine. His investigations made while in England, where he went to study commercial methods, gave him an opportunity to acquire information which will be of benefit to the interests of commercial education in this country.

"I cannot express my admiration of the new course in business writing. It is certainly a dandy. If a teacher cannot get results from it he ought to seek some other branch to teach."—J. J. Bailey, Toronto, Ont.

"The Penman's Art Journal—may it live long and prosper. Its career, which has been an honorable and useful one, accurately reflects the true spirit of the 'Queen of Arts.' It has more than kept pace with the best there is in the profession, and has surely become an invaluable aid to every progressive student and teacher."—I. P. Mensch, Parkersburg, W. Va.

**PINK WRAPPER**

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

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**WITH THE EDITOR IN ENGLAND**

ENGLAND is one great park or garden. The beautiful green fields, even as late as Thanksgiving Day, cannot fail to favorably impress one who has always lived in the northern section of the United States, where, beginning early in September, the grass and leaves assume their Autumnal colors. We sailed from Liverpool on our return voyage the day after Thanksgiving, and while it was cold and windy, yet in the interior the farmers were engaged in ploughing and in harvesting their crops of vegetables.

The home life of the English people is most pleasant, indeed. The houses are all built of brick or stone, each room having a spacious fire-place always burning and cheering the room with its bright glow. What is more homelike than a fire-place! There is a uniformity in architecture, however, that is almost monotonous. We use the word "almost," for it is not entirely so. This uniformity is very restful to the eyes. There are no skyscrapers in any of the cities. Buildings of many colors are not to be found. The bustle and roar of the elevated railroad, the yelling of the teamster, and the clang of the street car bell do not shock the ear of the sensitive. Everything moves along orderly, no loud talking and no collisions.

The policemen of London carry no clubs or pistols. One of them standing on the corner will stop the traffic with an uplifted hand as suddenly as would a battery of artillery. The uplifted hand does not signify restraint. It is a signal for the drivers and pedestrians alike to do what they know they should do, namely, halt. It is all in the character of the people. They are substantial, respectful, reverential. This is shown in the way they adore their heroes. A man like Nelson or Wellington could never do anything to debase himself in the eyes of the Britisher. Without exception, they all worship at the shrine of a military or naval hero. In America, one-half the people may worship a Dewey, a Sampson or a Hobson, while the other half ridicule him. Admiral Dewey on his return from Manila ten years ago found the American people bowing at his feet. Within four months they had practically all turned against him, and now his name is seldom heard. Nothing like this could occur in England.

They love their old soldiers. It was our privilege in Manchester to see some of the old guardsmen who had done service in the Crimean War. The battles of Balaklava, Inkerman and Sebastopol are a terrible reality in their memories. Poor, decrepit old men, dependent absolutely upon the charity of a grateful nation, their declining years are made as comfortable as a grateful nation can make them.

**CONSERVISM.**

The British are proud of their conservatism. They easily explain it as a safe and sane business policy. Hence the influence of men in business and the professions who are well past middle age. In fact, the professional spirit of Great Britain is dominated by men over fifty. They are filled, however, with a spirit of emulation which, with some, almost amounts to jealousy, especially when you mention Germany to them. The reason for this is that the German nation has encroached upon the British field, especially in manufactures. A few years ago when the merchants of Liverpool were made aware of the fact that of the one hundred and twenty firms dealing in cotton in that great city more than one-third of them were foreign, and most of this one-third German, they began to sit up and take notice. When the London merchants found that fifty per cent of the clerks employed in their offices were foreign born—the most of them German—they were, indeed, excited. These facts among

others have tended much to stimulate an interest in office and business training.

**THE ENGLISH WORKINGMAN.**

During my short stay in England I endeavored to learn as much as I could about the condition of the working classes. While the salaries paid skilled workmen do not compare very favorably with the salaries paid in America, yet I find that the British family is just as happy and contented—even more so than many in our own country. They live simple, honest, comfortable lives. A salary of from four to eight dollars a week is paid on the average—the best being possibly ten dollars, but the low price paid for rent makes this sum go much further. Prices for food and clothing seem to be about the same.

Their children, while being simply dressed, do well in school. American youths could learn much from their British cousins in the way of thoroughness. On the whole, their children of thirteen years of age are well advanced in their studies, especially in English literature and mathematics.

A great spirit of progress is pervading the country. Free education and the passage of many helpful laws are doing much to make the condition of the lower classes much more pleasant. In the happy family lives, the contentment of the working classes, the stability of its business institutions, we have much to learn from the mother country.

**THE BRITISH LIKE AMERICANS, BUT NOT AMERICA.**

It is claimed by many that the British like the Americans but do not like America; that the Americans like England but do not like the English. Now there is no doubt some truth in this rather epigrammatic statement, but this unfortunate state of affairs could be easily remedied if the British people would come here and visit our own beautiful country, and the Americans would spend some time with their delightful cousins across the sea. Tourists from America visiting England see only the country, and no one can fail to be fascinated by the beautiful landscapes, rivers and valleys of the island empire—but they do not see the people of England in their homes. They see the shopkeepers, the hotel porters and the railway guards.

They have a great many jokes at the expense of the Americans, however. They look upon us as a crude, aboriginal type of people. A gentleman from Detroit who was our traveling companion on the return trip had to explain to several apparently well educated Britishers that one could reside in Detroit without fear of being massacred by the Indians. The questions pertaining to Indians certainly do abound, and amuse. One old gentleman asked our friend if he had ever been scalped. The answer was, "Of course, lots of times." The Englishman said: "There is one thing I never could understand, and that is how you make the hair grow on again."

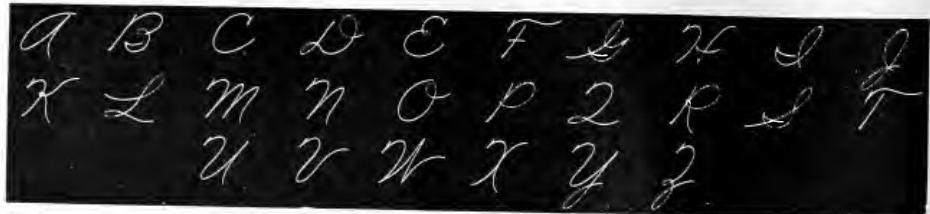
Here is a story we heard told by a Britisher which he described as a true type of American yarn. A farmer in Kansas one day found an ear of popcorn. He took it home, and the following season planted it. The crop he raised from this one ear of corn was so immense, owing to the fertility of the soil, that it filled his entire barn. After he had the corn all picked and stored away, the barn was set on fire by lightning. The corn, of course, began to pop, and kept on until it filled a ten-acre lot. The old family cow, looking over from the pasture, saw it and, thinking it was a huge snowbank, froze to death.

Here is another I heard told at a public gathering in Birmingham. The speaker said that in America they do not play games as they do in England, such as whist, chess, dominoes, etc., but at their parties they sit around and play chil-

(Continued on page 15.)

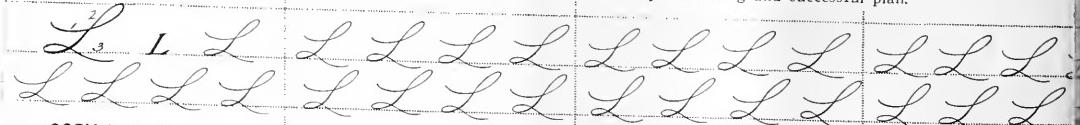
# *WORKS IN BUSINESS WRITING*

## *FOR BEGINNING PUPILS*



**STANDARD BUSINESS CAPITALS—AS PLAIN AS PRINT**

The letters given this month complete the alphabet. We hope this presentation of the letters (preceding each one by a specific direction never before given in print) has proved to all the readers of The Journal a very interesting and successful plan.



**COPY 1—L.** The loops in the *L* are simply for the purpose of making an easy way of turning the corners. The *L* itself is made in one stroke. Stroke 3 drops below the line in order to maintain the true right angle. The loop at the top of the letter is of the same width as the small *l*. Make an entire page of this plate. Count one, two, three, making sixty to the minute.



**COPY 2—G.** With many the *G* is the most difficult letter of all to make. There are four counts. The important part is to get a curve in stroke 1, and to bring stroke 3 down parallel with it. As an aid in getting this idea well in mind, line 1 alternates an abbreviation with the complete letter. This plan of practice is pursued in line 2, and has been found to be the most successful method of learning it that has been devised. Count one, two, three, four and make forty-five per minute.

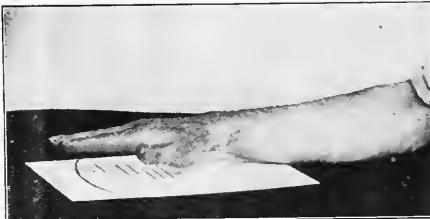


**COPY 3-5.** The last letter of all is *S*. No specific instruction need be given with reference to the *S*, save to observe that it crosses stroke 1 half way down the base line, the loop being the same size as the one in *G*. The inclined *&* exercise is the best preparation for practising this plate. Count one, two, three. Make sixty per minute.

**COPY 4-0.** There is nothing more important in business training than the ability to make good figures. This month we are practising them in the order in which they are to be practised. They should be twenty-five per cent higher than the small *u*. We begin with the *I*, *o*, *t*, *a*. The *I* is used as a measuring stick in each plate to show the height of the other figures. Make the *o* as round as possible, and arrange the page the same as Copy 1. Count one. Make one hundred and fifty-a minutes.



No. I.



No. 2.

**DY 5-4.** The 4 is the same height as the 1. The first stroke is three-fourths of the length of the 1, the second stroke is the same as the first while the finishing stroke comes down and rests on the base line. Count one, two, three, making sixty a minute.

**DY 6-7.** The figure 7 starts with a little tick and an upward curve, followed by a downward curve, then a long, straight down stroke which passes through the line. Count one, two, three, and make sixty a minute.

**OPY 7-9.** The *g* starts like the *a*, and then comes down through the line the same distance as it is above the line. Let the oval part rest on the line. This letter looks like the final *g*. Count one, two, making ninety a minute.

**COPY 8-6.** This figure is one and a half times as high as the *t*. It resembles the two letters *t* and *e*. Be careful that the finishing loop touches the first down stroke. Count one, two, and make ninety a minute.

**OPY 9—8.** The *g* is a little higher than the *t*. Notice that the beginning stroke is an *upward* curve. Both parts are of the same size. In writing your strokes, you will never be able to make a good figure. Count one, two. Make ninety a minute.

$\frac{5}{2}$  15-15- 15-15-15-15- 15-15-15-15- 15-15-15-15-  
-15-15-15-15-15-15-15- 15-15-15-15- 15-15-15-15-

**OPY 10-5.** The 5 is the same height as the 1. Start out as though you were going to make a 1, come down half way and then return as far as you came down. Now swing around so that the bottom of the figure looks like a soup dish. Finish with a short, straight line to it, just in from the main part of the figure. Count one, two, three, making sixty a minute.



No. 3-



No. 4.

Cuts 1, 2, 3, 4 show the position of the hand in the various physical training drills which constitute a very important part of program and arm training. During the first few months of practice much time should be devoted to this kind of work—the pupil letting his pencil lie upon the desk, devoting all of his attention to the muscles of the arm.

**COPY 11-3.** The 3 is the last part of the 5 repeated. Make both parts the same size. Be sure to bring the middle part as far left as is the first down tick.

**COPY 12-2.** The *s* is made up of the last part of the *s* and the last part of the *f*. Be sure to bring the lower part as far to the beginning tick. Let the finishing stroke be short. It may incline upward a little, if you so desire. Count one, two, making ninety a. Make several pages of each figure. Look over your work frequently.

Allen Belle Clara David

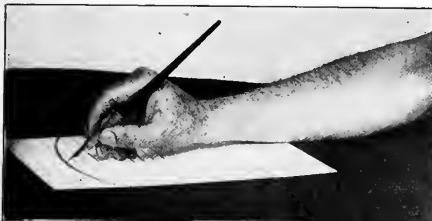
Ennis Frank Grace Henry

Irene Jones Keene Louis

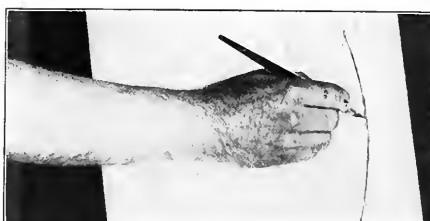
Mason Nasak Olive Paine

Queen Rowan Sadie Titus

Yrisk Viola's Wann & Xemis



No. 5.



No. 6.

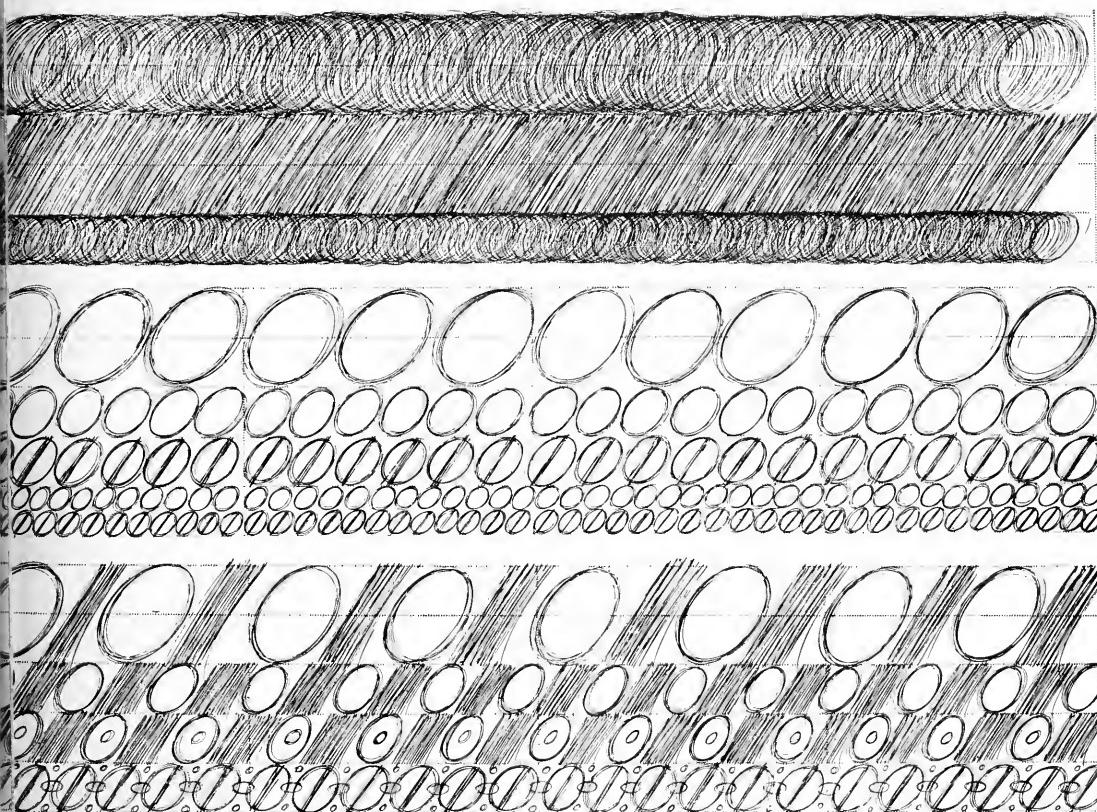
Plates 5 and 6 show how the pen should be held in the hand. Notice how the fingers all re-enforce one another, how the wrist is raised ~~the paper~~—the hand glides on the ends of the nails of the third and fourth fingers. Turn the page sidewise when studying cut 6. Notice the top of the penholder points over the right shoulder just as a person would hold a gun.

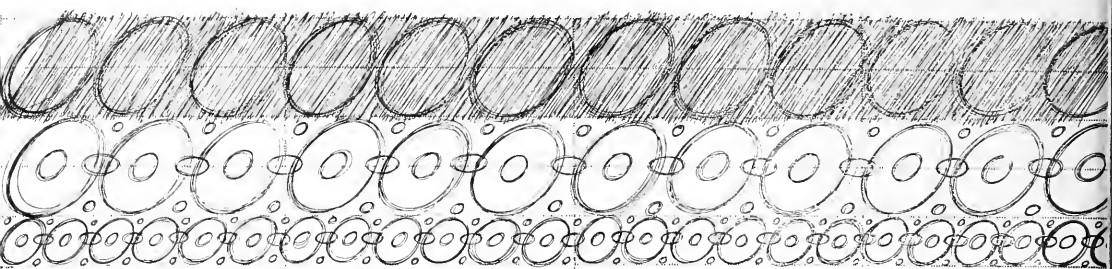
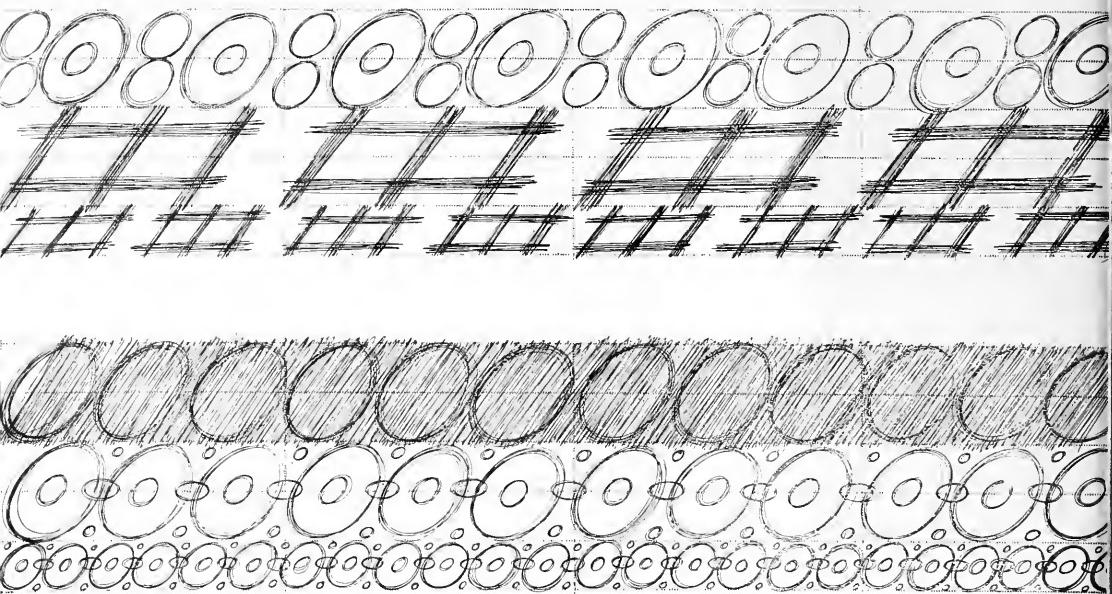
*Yates Janer Yates Janer*

We are presenting some words this month for practise on the capital letters. Note that each word begins with a letter of the alphabet. An entire page of each line, placing four words on the line the same as the copy.

**MOVEMENT DRILLS ESPECIALLY DESIGNED FOR BEGINNING PUPILS.**

More will be given in the February number, and in addition much suitable elementary work.





THE FOLLOWING  
PIECE OF  
THE  
AMERICAN  
SOCIETY  
*in aid of their poor and friendless children*

OF  
RESOLUTIONS  
WHEREAS

With great reluctance we accept the resignation of our Officer

**ARTHUR N. GOULDF**

who has been associated with us since April 1st 1851

WITNESSETH

RESOLVED,

That in his resignation we do not lose one who by industry and ability placed  
the Society on a sound financial and fiduciary basis. His man has genuine and broad minded  
and holds his honor and integrity above all else, therefore accepting the confidence of all these  
officials we heartily thank him for the way in which he fulfilled  
his obligations as our Secretary, and for the  
excellent ability shown on all occasions and  
RESOLVED,

That in his place we do now nominate and elect

**JOHN MITCHELL**

as our new Secretary.

Given at New York, the 1<sup>st</sup> day of May, 1851.

John Mitchell  
Secretary

# Lessons in Flourishing

BY  
MR Moore

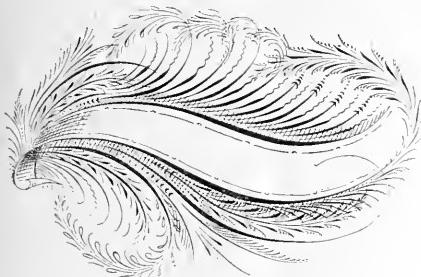


PLATE 1.



PLATE 2.



PLATE 3.

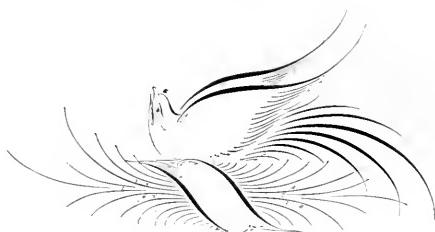


PLATE 4.

For my January lesson I am going to give my pupils a little drill on bird flourishing. Note that each stroke is numbered in the order in which it is to be made. This branch of flourishing has always been considered the most fascinating of all. There is nothing more graceful than the bird, and as the graceful line constitutes the sole claim of merit for flourishing, we have here a combination that we could not get any other place.

No specific instructions need be given, for everything is set out as plain as possible.

## WITH THE EDITOR IN ENGLAND

(Continued from page 9.)

dren's games. He said he attended one of these parties once, and the game they played was "making up faces." The one who could make up the worst face was the winner and received a prize. When they got ready to play, one of the gentlemen left the room and the rest all remained and made up their faces. In a few minutes the gentleman returned, and, looking around the room, exclaimed: "Why, it is very easy to see who has made up the worst face. It is that lady sitting over there in the corner." The lady in question held up her hand and replied: "Please, sir, I am not playing."

## BELATED ECHOES

The first evening that the new building was open for public inspection, an usher was showing a large party through the edifice. In some way a gentleman, evidently slightly under the influence of the stuff that makes men vile, became attached to the party and was an interested listener to all the usher's explanations. In the course of their travels the usher and his party reached the safe-deposit department, where the guide explained the workings of the mechanism of the great door, closing his remarks with the statement that the clocks would run seventy-two hours without winding.

"Shay," gurgled the tipsy one, "how long'll they run if yuh wind 'em?"—*The Eagle Eye*.

# Professional Writing

BY W A HOFFMAN

Beginning two spaces in height, make the indirect oval full and round, slightly shading at first and gradually increasing the shade until quite as heavy as the copy. Hold your pen lightly.

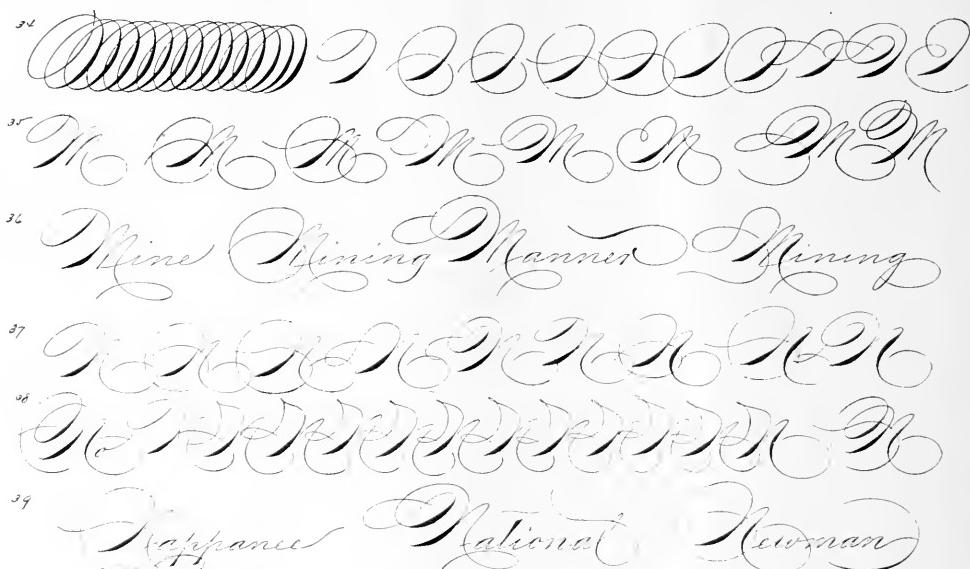
The principles used in this copy are practically the same used in almost all of the letters of this class, so better stay right with this one until you are pretty well satisfied with your work at least. Hold your pen in such a manner so as to shade on the lower half of the oval rather squarely.

Line 35. The oval for the *M* is made the same as the ovals in line 34. Then place the pen on the paper possibly

one-half the height of the oval, near to it, and pass upward to a point a trifle lower than the full height of the letter. Turn very short, and return to the base line, forming an angle. Pass upward with a left curve two-thirds the height of the letter and turn short. Return and cross the base line and finish with a horizontal oval.

Line 36. Here you have a combination of capital and small letters in words.

For Lines 37, 38 and 39 read over the instructions given for Line 35. Only use two parts to the *N* instead of three as in *M*.



## UNUSUAL CRUEL

Johnnie—My teacher has an awful nerve.

Father—What did she do?

Johnnie—Borrowed my pencil ter give me a poor mark wid  
—*Philadelphia Bulletin*.

Nosey—Didn't I hear you tell Lazerbee to take a ride  
to his motor car for an hour each day?

Dr. Wise—Yes.

Nosey—Do you really think the riding will help—

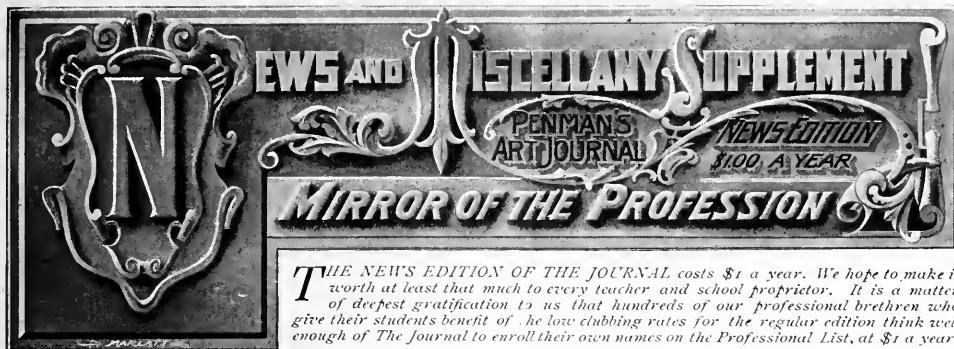
Dr. Wise—No; but the three or four hours of work re-  
pairing the thing will surely do him good.—*Philadelphia Press*.

## THE COURAGE OF HER CONVICTIONS

While waiting for the speaker at a public meeting, a pale little man in the audience seemed very nervous. He glanced over his shoulder from time to time and shifted about in his seat. At last he arose and demanded in a high, penetrating voice, "Is there a Christian Scientist in this room?"

A woman at the other side of the hall got up and said: "I am a Christian Scientist."

"Well, then, madam," requested the little man, "would you mind changing seats with me? I'm sitting in a draft."—*Exchange*.



#### RECENT JOURNAL VISITORS

S. McVeigh, Bliss Business College, North Adams, Mass.  
W. H. Vernon, Packard School, New York.

W. J. Trainer, Trainer's Private School, Perth Amboy,  
N. J.

J. G. Steele, American Collegiate Institute, Far Rockaway, N. Y.

J. Frank Trazzare, Washington, D. C.

Merle H. Carr, Culebra, Canal Zone.

H. E. Wassell, Gatun, Canal Zone.

Lyman P. Spencer, Orange, N. J.

A. W. Madison, Thompson's Business School, New York.

C. B. Adkins, Drake College, Jersey City, N. J.

Carl C. Marshall, Goodyear-Marshall Pub. Co., Cedar Rapids, Ia.

#### MOVEMENTS OF THE TEACHERS

S. C. Bedinger, who was with Hill's Business College, Sedalia, Mo., until it closed, has engaged with the Springfield, Mo., Business College.

T. F. Chester, recently of Cleveland, O., is now connected with the Fremont, O., Business College.

Miss Eloise Winhafer goes from the Worcester, Mass., College of Commerce to the Dover, N. H., Business College as a teacher of Gregg shorthand.

John B. Alley, of Marblehead, Mass., is now teaching at the Bryant & Stratton Business College, Manchester, N. H.

D. M. Knauf, late of the Washington Business College, Tacoma, Wash., is now with the Beutel Business College of that city.

William Lueders, formerly proprietor of the Sterling, Ill., Business College, now owned by G. W. Brown, is principal of King's Business College, Charlotte, N. C.

Ethel A. Prater, late of Scipio, Ind., has accepted a position at Straight University, New Orleans, La.

Miss Myrtle L. Thurston, a Ferris Institute graduate, is teaching at the Hillside, Wis., Home School, a girls' preparatory school.

O. B. Sylvester, for several years with Wood's Fifth Avenue School, New York, has charge of the commercial branches in the Kearny, N. J., High School, with Miss Blake from Springfield, Mass., as his assistant.

William Coan, formerly with the Lincoln, Neb., High School, is now connected with the Montclair, N. J., High School. Mr. Coan is an unusually well equipped teacher for commercial work, and we welcome him to the East.

C. L. Bosworth, of New Haven, Conn., has accepted a position on the teaching staff of J. L. Smith, who opened a new school at Sayre, Pa., January 1.

THE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it worth at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

F. B. Adams, formerly of the Peoria, Ill., Business College, has been elected principal of the bookkeeping and penmanship departments of Heald's Business College, Reno, Nev.

#### NEW SCHOOLS AND CHANGES

E. R. Welch, proprietor of the Oil City, Pa., Business College, has purchased Smith's Business College, New Castle, Pa., from I. L. Smith. Mr. Smith is opening a new school at Sayre, Pa.

With the purchase by Frank C. Steward, formerly of Strayer's Philadelphia Business College, of a large interest in the Horton-Large Business Institute, at Trenton, the name has been changed to the Steward & Large Business Institute. Mr. Large is president of the reorganized company, and Mr. Steward treasurer and manager of the school. There has been no change in heads of departments. The school will continue to do the high-grade work which has characterized it in the past.

E. O. Draper, secretary of the Moscow, Idaho, Business College, purchased the Pendleton, Ore., Business College the 1st of December. Mr. Draper is exceptionally well qualified to conduct a school of his own, and it goes without saying that he will make a success of his work.

C. S. Donnelly is now sole proprietor of the new Norwich, Conn., Commercial School. H. W. Strickland, formerly of Goldey College, Wilmington, Del., has accepted a position with this school.

W. E. Caufield, of the Norwich Commercial School, has purchased the Westerly, R. I., Business College, and has placed Mr. Ferrier in charge. C. H. Young, the former owner of the Westerly school, is now located in Trenton, Ont.

#### INVITATIONS RECEIVED

The students and faculty of the Eastman-Gaines School, New York City, extend to you a cordial invitation to attend the Commencement Exercises to be held at the Harlem Casino Hall, December 18, 1908, at 8:30 P. M.

The students and faculty of the Columbus Business College, Columbus, O., invite you to attend a reception and dance in the College Building, Friday evening, December 11, 1908, at 8 P. M.

Peirce School requests the honor of your presence at the Graduation Day Exercises of the Forty-third Class on Wednesday, December 23, 1908, at 8 o'clock. The American Academy of Music, Philadelphia, Pa.

Received from Kaulbach & Schurman one hearty invitation to be present at the Annual Christmas Closing and Presentation of Prizes, Friday, December 18, 1908. Halifax, N. S.



"PEACE ON EARTH, GOOD WILL TOWARD MEN"



The inauguration by Harvard University of a department for business training, following the establishment of departments of like character in other higher institutions of learning, a text has been found for some serious reflections on the part of a Washington University (St. Louis) man, in the *New York Evening Post*, who thinks the situation looks rather gloomy to the eye of the old-fashioned champions of learning, culture and "that sort of thing." This correspondent says:

"It would be utterly vain to gainsay that 'business' has with us become a full-fledged national obsession; thinking men find themselves constrained to admit that a crassly utilitarian interpretation of the meaning of life must be held responsible for the stagnation, or, to put it less pessimistically, the very slow tempo, of our culture. How, indeed, can better things be expected from the near future while we are reinforcing in the rising generation, both by precept and example, the ruling American ambition to make money, and when it has been made to make more? At all events, how can the ambition of youth be deflected from the general drift as long as wealth remains the principal if not sole source of social influence?

"Against our rampant materialism the school in all its kinds and grades should unquestionably prove a check or barrier. But there are indications of increasing reluctance on the part of even the most representative institutions of learning to fulfill their hard and unpopular office; and occasionally their actions lead even the uninited to suspect that college faculties are bestirring themselves to join with the rest of the world in the cult and apotheosis of the long well-lined purse.

"It requires no second sight to predict that 'aggressive' college presidents will carry the flag of business far deeper into the intrenchments of the higher education than has so far happened at Harvard or anywhere else. It is a safe enough prophecy that business branches in the undergraduate course will be one of the next 'steps in the right direction.' There is a symptomatic import in the enthusiastic reception of the new course in saleswomanhood in the evening high schools of New York. This is diagnosed by one of the great newspapers as 'but one indication of the widespread awakening of enlightened educators to the crying need of having the high school truly a people's school.' In the era of the 'elective system' the day may not be distant when the degree of Bachelor of Arts will be granted for work in penmanship, typewriting, stenography, accounting, double entry bookkeeping, and practical salesmanship. Thus, by educating along lines of the least resistance, we shall be educating with the least expenditure of moral and intellectual force."

The fear, then, which private commercial school managers have long felt of being brought into competition with public schools and higher institutions of learning supported to a greater or less extent by bequests and donations, seems to be shared, to some extent at least, by the advocates of a learning which shall not be too strongly tainted with

business. And aside from the interests of private commercial school men it is a question just how far what is referred to by the critic as our "rampant materialism" should be permitted to enter into our purely cultural education. The idea of culture, in itself, is to a certain extent opposed to that instinct which estimates first of all the value in dollars and cents of every act. The basic principle of the university should unquestionably be "art for art's sake."

So far, however, there seems to be little danger of the commercial courses introduced into the higher institutions of learning coming into competition with the courses of the private commercial schools. The university courses involve more advanced work than any private business school is in a position to give, and the pupil is led into realms of investigation rarely dreamed of by the young man entering the private commercial school. Any danger there would seem to be in the establishment of these departments in higher institutions is rather in the tendency to demoralize the standards of cultural education than in any possible competition with private institutions. As one writer has said of the work of the university:

"It aims to teach them how to do their work better and how to rise to greater heights. Instilling into the mind of a man the principles of commercial law, how to make contracts and how to sell goods, the sciences of accounting and investigating are part of the university business department. It is a step above the business school, which teaches rather more limitedly bookkeeping, stenography, typewriting and other things to introduce a man into business."

So long as business schools generally can survive what once appeared a grave danger in the commercial high school in fact, save in rare instances, hardly realizing that there is any such competition, managers can afford to let the advocates of culture untainted with commercialism thresh out the question of university schools of commerce with those who do not share their fears for the future of classical and literary education.

#### FIELD NOTES

Yes, we progress! Man is a child of larger growth, and the child is a man in process of evolution. It is on this that Pestalozzian education is founded. Education—a drawing out, developing, not creating. So a correct educational system is sequential and touches the whole man, the whole life.

Twenty years ago biology was thought to be only a college subject; now it is studied in every high school in the land and in many grammar and other preparatory schools. It is the same science, teaching for the same end. It has been brought down out of the intangible, ethereal realms, and the child has been taken into an upper story of life.

Twenty years ago penmanship, or script writing, was only a part of the a, b, c of school work, too elementary, too trivial for even a thought in the secondary, normal and collegiate institutions. Hence the fame of Horace Greeley,

Daniel Webster and other eminent men who could think and talk, but not write. To-day it is a disgrace to pass in for signature to a check the illegible scrawl of former years. You know the rest who know the writer.

Yea, we progress! Twenty years ago bookkeeping was a trade, as carpentry, and accountancy a profession, as medicine. Now we blush if an American youth of fifteen cannot draw up a financial statement from a ledger, or intelligently maintain a system of original records of business transactions.

Twenty years ago it was quite sufficient if the lads and lasses could sit for hours and with knitted eyebrows and all their fingers and toes evolve the answers to some arithmetical conundrums originating only in the brain of some mental monstrosity. Now we expect them to get up and hustle, and to be right when they have finished.

But the end is not yet. These so-called commercial subjects should become the universal requirements where there is life. We have long ago ceased to think that ideas of right and wrong and social relations are inborn and common; but have made them a part of our educational systems. When a man or woman learns to read Greek and Latin, to follow the movements of the stars in the heavens and the microbes in our bodies, has he reached the zenith of human accomplishment, to be fed and clothed by the common pygmies of the earth? No! Modernize the classics and sciences. Hitch them to food and shelter and bring them up to the requirements of now.

A prominent physician recently said that more failures among doctors came from loose business than from bungling practice. The lawyer of the future must be a bookkeeper, and the accountant a lawyer.

Our commercial courses do not entirely harmonize with the rest, either in plan or in detail. In knowledge and sympathy of and in each other's work there is a chasm between the teachers. The writer suggests: Let the high school principal take a class in commercial arithmetic or law, the superintendent one in business English, the science technologist one in commercial geography, the bookkeeping teacher one in algebra and the shorthand teacher one in Latin or French. Then there will be harmony, sympathy and educational strength because there will be unity in effort.

These are a few thoughts suggested by a commercial teacher in Pennsylvania, a superintendent in New Jersey and a high school principal in Massachusetts during the past month. Concentration for a given end, yes, but not the concentration which makes men narrow and gives them no outlook beyond their own groove. There must be that breadth of feeling and catholicity of sentiment which enable each to enter into the spirit of the other's work.

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#### FRESH BUSINESS LITERATURE

Coleman's National Business College, at Newark, N. J., issues its annual catalogue in the usual tasteful form, embellished with many fine half-tone cuts. Coleman's has been one of the business institutions of Newark for almost half a century, and the high standards set by Mr. Coleman himself are being maintained by his successors.

Printed in large type and profusely illustrated, a superior quality of paper being used throughout, the 1908-09 catalogue of the Salem, Mass., Commercial School comes to us. Although entirely burned out on February 1, 1905, on the 6th of the same month it was in active operation again, with entire new equipment, and the same energy and resourcefulness have been shown in the management of the school ever since.

Quality is just as apparent in the 1908 catalogue of the Bryant & Stratton Business College, Providence, R. I., as in the school itself. The school has been in existence for forty-

five years, and has not failed to keep abreast of the procession at all times. The announcement cannot fail to make a good impression upon discriminating people.

Heald's Business College, of Riverside, Calif., gets out a modest catalogue. The Heald chain of schools rivals some of the celebrated ones to be found in the East, each one getting out its own catalogue.

The School of Commerce, Accounts and Finance connected with the New York University gets out its annual announcement giving full information regarding the various courses in banking, credit work, real estate brokerage and other general lines of accounting. A large number of commercial school men have availed themselves of the opportunity to take courses in this university. Those interested should apply for a copy of the catalogue, addressing the New York University School of Commerce, Accounts and Finance, Washington Square, New York City.

The Miller School of Business, Cincinnati, Ohio, issues a very unique and attractive catalogue. All information necessary regarding the various courses is found within its covers. O. E. Beach and F. E. Mitchell, principals, are doing a splendid work in Bradford, and their catalogue tells very nicely about it.

The Business System Schools, of Toronto, Ont., favor us with the most unique catalogue that has come to our office. It consists of a cover containing two pockets. In each pocket are to be found loose leaves describing some part of the school work. Originality is stamped upon all activities of this institution.

We wish to acknowledge receipt of the following school journals: Spencerian, Spencerian Business College, Louisville, Ky.; King's Business College Journal, Raleigh, N. C.; News Letter, Central Business College, Denver, Colo.; The Review, Lawrence, Kans., Business College; Bliss-Alger College, Saginaw, Mich.

Booklets, folders and other advertising comes from S. B. Fahnestock, McPherson, Kans., College; Euclid School, Brooklyn, N. Y.; New Albany, Ind., Business College; Alberta College, Edmonton, Alta.; Wheat City Business College, Brandon, Man.; T. H. McCool, Philadelphia, Pa.; Waynesboro, Pa., Business College; Northwestern Business College, Chicago, Ill.; Burroughs Adding Machine Co.; American Book Co., New York; Rapid Addressing Machine Co., New York; Isaac Pitman & Sons, New York; Remington Typewriter Co., New York; R. J. Bennett, Detroit, Mich.. Business University.

Other convincing school advertising literature has been received from the Horton-Large Business Institute, Trenton, N. J.; the Columbus, Ohio, Business College; Peoria, Ill., Business College; Ideal Business School, Piqua, Ohio; Des Moines, Iowa, Business College; Dick's Evening School, Brooklyn; Homestead Business College, Homestead, Pa.; Jacksonville, Ill., Business College; Bristol, Tenn., Business College; Gowling Business College, Ottawa, Ont.; Columbia College, Paterson, N. J.; Beutel Business College, Everett, Wash.

General business literature has also been received from the Chartier-Spencer Publishing Company, New Orleans, La.; Anto Pen and Ink Mfg. Co., Chicago; Bobbs-Merrill Co., Cincinnati, Ohio; Hinds, Noble & Eldredge, New York City; the Ireland & Matthews Mfg. Co., Detroit, Mich.; Harper Paper Co., New York; Litchfield Mfg. Co., New York; Koller & Smith, New York; the Elliott Fisher Company; Hi-Lo Desk Co., New York; L. L. Branthover, Public Accountant, Pittsburg, Pa.

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"I will take The Journal as long as I am in the school business."

J. A. FERGUSON, Marquette, Mich.

**Rapid Calculations**  
Successful Methods of Teaching  
By D. A. McMILLIN

THE foundation for the proper development of commercial arithmetic is best described by the use of one word, "Habit." It is this element that determines the character of the work of different individuals along this line, and should be the chief point of attack by the commercial teacher. The habit of doing things rapidly is practically unknown to students entering school work, which has for its object business preparation, and is undoubtedly due to fossilized methods employed by the average teacher of arithmetic.

To successfully overcome this old habit of slow and deliberate calculation, and to assist in the acquiring of more modern ideas, it is necessary for the teacher to be wide awake and thoroughly up-to-date in this subject. First impressions by the average student are important factors in the promotion of his future success. My entire work is based upon this one idea, which is to develop in the student the habit of not only doing things accurately, but rapidly. My aim in so far as it has to do with arithmetical calculations is quick thought and quick action. At all times, but especially at the opening of school, I am a firm believer in rapid action and rapid speech by the teacher. In showing methods, do the work rapidly; in making explanations, speak rapidly; and at the same time let the student know why you are doing it. I prefer to make an explanation five times rapidly, than once in a slow and deliberate manner.

My reason for this is, that I am convinced that the student is inspired with a determination to get away from the old habits, and that a desire to do things in a like manner is awakened. For a time students may have difficulty in "catching on," but gradually they fall into the habit of quickened ideas and increased mental activity.

In the development of addition, which I consider the most important feature of commercial training in the handling of figures, I first place a small sum on the board. For illustration:

Proof Extensions.

326	equals	11	equals	2
824	"	14	"	5
275	"	14	"	5
683	"	17	"	8
758	"	20	"	2
6177	"(a) 21	"	57	—(b) 12
Proof:	(a) 21	equals	3	
	(b) 12	"	3	

Therefore the result is correct.

I discuss methods of reaching quick results, and use the problem to illustrate rapidity. After demonstrating single, double and three column additions, I show the method of proving same by making the extensions illustrated in the above, which are self explanatory. This proof is given for the reason of its great practicality in the proof of multiplication, especially as adapted to invoicing, as follows:

(2)	(8)	(7)
(a) 83 bu Wheat	at (b) .08	(c) 8.34
122 " Oats	" .47	52.64
240 " Barley	" .63	151.20
172 " Rye	" .78	134.16
456 " Beans	" 1.38	629.28

The key figures which are placed above the quantity, price and total can all be used mentally, thus as in the first item:

(a) 8 plus 3 equals 11, 1 plus 1 equals 2.

(b) 9 plus 8 equals 17, 1 plus 7 equals 8.

(c) 8 plus 1 plus 3 plus 4 equals 16, 1 plus 6 equals 7.

Proof: (a) 2 x (b) 8 equals 16, 1 plus 6 equals 7, equivalent of key figure of (c).

By this plan the extensions in a sales book or on an invoice may be proven in the shortest possible time without the necessity of multiplying them over again, and it will prove accurate in all cases except where there has been a transposition of figures.

During this preliminary discussion on rapid addition I always make it a point to express my indifference with regard to any set rules for the attainment of high speed. In various publications we are told that the first essential is the combination of figures. Now I never teach along that line, and believe it to be a waste of time on the part of any student to make an effort on a proposition that is abstract in every essential. I demonstrate my ability (and I never learned combinations) as fairly rapid in the adding of figures, and I believe it never fails to produce the desired result, which is to awake an active interest in the subject under discussion.

With regard to the matter of using combinations in addition, I do not wish it understood that I am opposed to their use, but that I believe in their unconscious acquirement.

Combinations of figures and rapid addition are synonymous terms, and growth in one is uniformly dependent upon growth in the other.

At a future time, I will take under consideration a phase of special "short cuts" that have proven of special practicality as time savers.

"We have been much helped by THE PENMAN'S ART JOURNAL the past year, and our students have done excellent work. Not only in school, but at their homes, they have made good use of THE JOURNAL"—R. J. Wallace, Denver, Colo.



A. H. STEADMAN,  
Supervisor of Writing, Cincinnati, Ohio, Public Schools. Third of  
a Series of Prominent Supervisors.



ACCOUNTS, THEIR CONSTRUCTION AND INTERPRETATION, by William Morse Cole, A. M., Assistant Professor of Accounting in Harvard University. Houghton-Mifflin Company, Boston, New York and Chicago. Cloth. 336 pp.

Recognizing that, notwithstanding the great success of American business firms, there is frequently a lamentable lack of accounting knowledge on the part of the average business man, and that manufacturers frequently have only the most general knowledge of the cost of manufacturing their own goods, Mr. Cole has prepared a work on accounting, in which he has sought, with rare success, to set forth in simple form the main principles which must govern any attempt at accounting. The fundamental facts relating to record book-keeping are first briefly stated and illustrated, and by a thorough discussion of principles the student of the book is made master of more than mere rules, so he may be able to judge for himself what methods are best suited to his purpose. The book is intended to be comprehensive for principles, but is not meant for an encyclopedia of bookkeeping forms and practise. The second part of the book is devoted entirely to the analytical side of accounting, and in the last chapters the general principles are made more concrete by applying them to the problems of different lines of business in which they may best be illustrated.

BOOK OF ALPHABETS, by H. W. Shaylor. 8vo. Paper. 24 pages. Ginn & Co., publishers, Boston, New York and Chicago. Price, 10c.

This little book contains in small compass a large amount of valuable material for those who desire to become proficient in lettering, and provides a variety of alphabets and an opportunity for the user to study and copy them at close range. The purpose of the author has been to provide a copy book of lettering for use in classes in which lettering is taught, but it is equally well adapted to the use of those who can not have the advantage of class work and are compelled to take up the study without guidance from a teacher. A variety of alphabets are offered, among them being several pages of standard Roman forms, with French script, Gothic alphabets, etc. The author has seized upon an excellent idea and the publishers have brought it out in attractive form.

PROGRESSIVE DICTATION EXERCISES, by Jerome B. Howard. The Phonographic Institute Company, publishers, Cincinnati, Ohio. Paper. 56 pp.

The Phonographic Institute Company present in this little volume twenty-three valuable exercises in progressive dictation, and have designed it to accompany their standard book, *The Phonographic Amaranth*. Each exercise is to follow some specified lesson in the larger book, and all are notable for the care with which they have been selected. The Progressive Dictation Exercises will take their place among the many popular and helpful books for Benn Pitman writers, gotten out by the Phonographic Institute people.

MISCELLANEOUS CORRESPONDENCE; COMMERCIAL AND LEGAL FORMS, compiled and edited by Thomas R. Browne and Edmund C. Browne. Browne's Brooklyn Business College, publishers, Brooklyn, N. Y. Cloth, 96 pp.

The compilers of this book have drawn upon their long experience in commercial school work for their inspiration, and with a definite knowledge of the needs of their pupils have so selected the material as to present to the public a work specially adapted to the needs of young people in commercial schools. The forms given, if not the actual letters covering real business transactions, are so admirably conceived as to give that impression, and are just what the young man or woman may expect to become familiar with on leaving the school-room for the business office. There are also legal and other forms which will be found exceedingly helpful.

INK AND QUESTIONED DOCUMENTS, by Albert S. Osborn, Rochester, N. Y. Published by the Author. Paper, 20 pp.

Mr. Osborn, who is an examiner of questioned documents and authority on the subject of which he treats, has given in a few pages a large amount of valuable and interesting information. There has, as he says in the introduction, long been a great need of some means or methods by which ink colors could be definitely measured and recorded, and the method described is an attempt to supply that need. For the student of questioned documents the booklet has great value, and even the layman may read the pages with interest and profit. It is embellished with four colored plates.

THE LIFE OF SIR ISAAC PITMAN, by Alfred Baker. Isaac Pitman & Sons, publishers, New York and London. Demy 8vo, 392 pp., cloth, gilt top. Price, \$2.00.

Every student of shorthand, whether advocate of the Isaac Pitman system or not, is indebted to Sir Isaac Pitman, for although shorthand is an ancient art the modern profession of stenography may be said to have originated with Sir Isaac. As Alfred Kingston, in an article on the subject in Pitman's Shorthand Weekly, has said, "Sir Isaac Pitman belongs at once to the illustrious roll of inventors whose achievements have quickened the pulse of modern life. His career has been fruitful in far-reaching results." This biography was prepared by Alfred Baker, long associated in an editorial capacity with the house of Pitman, who had full access to the papers of the man about whom he wrote and was in other ways well qualified for the task he has so well performed. It is the misfortune of many pioneers in any field that they do not live to reap the results of their labors, to see the dawning of the new day they have been so largely instrumental in ushering in. Sir Isaac, however, was able to say in 1892, while in his eightieth year, five years after knighthood had been conferred upon him by Queen Victoria, on the recommendation of Lord Rosebery: "Phonography has added a new joy to life, and has given a new wage-earning employment to the nation. Its use saves time, and time is life. It quickens thought and its expression, and thus cultivates the mind." Thousands of followers of the profession which Isaac Pitman was so instrumental in building up will hail with joy the opportunity to secure this book for their libraries.

"I not only find your Journal instructive and helpful, but the students are delighted in practicing from same."—Dudley Glass, Tyler, Texas.

## COMMERCIAL EDUCATION IN ENGLAND

BIRMINGHAM (CONTINUED)

 MORE than ten thousand of the working people in Birmingham are engaged in the manufacture of firearms. As a gun industry centre it ranks first possibly in the English-speaking world. During the Civil War, Birmingham sent to the United States nearly one million guns. It is also noted for the large number of enterprises carried on in which human labor is largely instrumental. The introduction of the use of machinery has been slow. To business educators the most interesting point is perhaps the manufacturing establishment of the Joseph Gillott Pen Company. It was our extreme good fortune to be shown through the entire establishment by one of the head managers. A description of this part of our visit will be reserved as the topic of a special article.

As an educational centre Birmingham ranks among the foremost cities of England. First in importance are the Council (Public) Schools. Of these there are ninety-three elementary, ten special—for the feeble-minded, deaf and crippled children—and seventy-four church schools. In addition to these, there are four high schools. All of these are under the direction of the city council.

There are two King Edward VI. high schools, with seven branch elementary schools. A large number of evening schools are in operation. These are in three grades: first year continuation schools; second year branch schools; third year high schools. The work is divided into four distinct lines; commercial, technical, art, and domestic, including cookery and needle work.

For higher education there are many most excellent schools, the chief ones being Birmingham University and the Midland Institute. In the University there is an excellent school of commerce in full operation, and at the Midland Institute is to be found some of the best instruction in the commercial branches.

### LEEDS.

Leeds is the great centre of the cloth industry of England. Yorkshire is noted for its great woolen mills. But it is not these that attract the educator to this great city. It was here, during the latter decade of the last century, that the first serious efforts were made on the part of the local educational authority to supply commercial training to the pupils in the public schools.

### A REALIZATION OF THE NEED OF COMMERCIAL TRAINING.

Yorkshire is divided into North Riding, East Riding and West Riding. The word "riding" is derived from "thirding." West Riding of Yorkshire, known as Leeds, began to realize that England would soon have to do something in the way of commercial training or the other countries of Western Europe, notably Germany, Belgium and France, would pass her in the race for the control of the world's commerce. The English people have a natural instinct for business. Great Britain is easily the Queen of Nations. With her extensive colonial possessions and great maritime wealth the resources of the world lay at her feet. Her people learned business by doing it—they needed no academic instruction. This, therefore, was one of the chief reasons for the seeming neglect to pay particular attention to the establishment of commercial training schools, either public or private.

### THE INFLUENCE OF CASTE.

There were other reasons. Caste is pretty strong in the mother country. There is an aristocracy of birth and an aristocracy of culture. "Culture" means training in the classic halls of Rugby, Eaton, Oxford and Cambridge. You do not find the local college in England as you do in America. Only

the sons of wealthy men can attend such preparatory schools as Eaton and Rugby, where the fees run up to over \$1,500 a year. It can easily be seen that schools of this type are in no way adequate to meet the demands of a population of many millions. The pupils sent to these schools and colleges looked upon a business career with contempt. Even though their fathers were successful business men, no such a thing as a career in business was planned for their future.

### THE "CULTURE" CURRICULUM IN A NUTSHELL.

- The Languages—especially the dead;
- "The Sciences—preferably the abstruse;
- The Arts—at least all such as may be said
- To be the most remote from common use,

### PRIVATE BUSINESS SCHOOLS.

As in Birmingham, the private business training school has never flourished. The typewriter companies are compelled to give instruction in both shorthand and typewriting in order to create a supply of operators of their own machines to meet ordinary demand. There are about a dozen places where private instruction is given, and, all told, there are not more than two hundred day students in these various schools. The salaries paid stenographers and bookkeepers range from \$2.50 to \$10 a week. We learned of one school that sent out beginning students at even a lower salary than the one mentioned; surely the manufacturing cities of England do not offer a very enticing field for the salesman of office appliances. Clerical help is so cheap that antiquated methods, including the writing of business letters in longhand, are yet very much in evidence.

### EVENING INSTRUCTION.

The public evening schools, however, are crowded to the doors with people of all ages thirsting for an education. The most popular instruction lies along technical and commercial lines. The scheme for commercial education is as follows: After pupils leave the elementary schools, they enter what is known as a Continuation School. These schools are for the youth of both sexes between the ages of thirteen and fifteen. From fifteen to seventeen a two years' course is given in the Branch Schools. Following this course a four years' training is given in the Central Commercial School. It was in this school that we saw some of the best commercial work done in England. Every student is looked after with the utmost care.

### NEWS NOTES

The commercial department of the high school at Oakland, Md., was discontinued the first of the year, and C. M. Miller, who had charge of the work there, is now in Philadelphia.

The Y. M. C. A. at Cincinnati has induced John F. Siple, one of the best known and ablest penmen in the country, who has been with Banks Business College, Philadelphia, to take charge of the evening classes in penmanship. The young men of that institution have an exceptional opportunity to secure valuable instruction in writing, for Mr. Siple is as competent a teacher as he is an able penman.

Clark's Business College, Philadelphia, was burned out just before the holidays, and a total loss is reported. It is hoped that the patronage of the school will warrant reopening in other quarters, and that the cause of business education will not suffer.

A letter from F. H. Sadler, of Baltimore, advises that W. H. Sadler, well known throughout the country in business educational circles, is still confined to his home on account of illness. Hundreds of friends hope for him an early recovery.



Reproduction of a certificate prepared by G. De Felice, of the Kinsley-De Felice Studio, New York City, for the Italian Chamber of Commerce. This is one of the finest specimens of the high class work produced by Mr. De Felice.

#### ENTHUSIASTIC KANSAS CITY CONVENTION

One of the best attended of the Fall meetings of commercial teachers was that at Kansas City on November 27 and 28, of the Missouri Valley Commercial Teachers' Association. Although only two years old, the organization has gained great strength among the teachers of Missouri, Kansas, Nebraska, Iowa, and bids fair to rival in value to its members the older associations. Under the President, P. B. S. Peters, of Kansas City, it has made itself an influential factor in the commercial field of the Middle West.

After the preliminaries incident to opening the Convention, F. N. Weaver, of Kansas City, read a paper on Higher Accounting, which was full of valuable suggestions. A demonstration in practical business methods followed, being a trip through the executive offices and plant of the Armour Packing Company. In the afternoon, E. E. Gard, of St. Joseph, read a paper on rapid calculation. Other numbers on the programme were papers by J. P. Richardson, of the Prosser Preparatory School, Kansas City, who is a strong advocate of conservative methods in commercial school advertising; M. M. Link, of Brown's Business College, St. Louis, who talked in a general way on the necessity for inspiring confidence and enthusiasm in the pupil, and L. C. Rusmisel, principal of the commercial department of the High School at St. Joseph, who illustrated his talk on commercial geography with lantern views.

As at all well regulated conventions, there was a reception and banquet, enjoyable to all present. At the table covers were laid for about seventy-five, F. J. Kirker, of the Central High School, Kansas City, acting as toast-

master. Among the speakers who responded were P. B. S. Peters, president of the association, who is also principal of the commercial department of the Manual Training High School, Kansas City; L. C. Rusmisel, Raymond P. Kelley, of Chicago; W. J. Timus, of Chicago, and W. C. Henning, of Cedar Rapids.

On Saturday morning Sherwin Cody, of Evanston, Ill., read a paper on "How to Develop Business Intelligence and Common Sense in Handling Letters," an address which could have been listened to with profit by every pupil in the commercial schools of the country. He emphasized the necessity of securing a grasp on the general business situation rather than on the mere details of letter writing. The ever interesting subject of spelling was dealt with by G. W. Hootman, and in the spelling contest which followed, and which proved the Waterloo of many capable commercial teachers, a set of books was won by C. E. Birch, of Haskell Institute, Lawrence, Kan., for proficiency in this art which has baffled some of the ablest minds of all ages.

Shorthand was discussed by Mr. Timus, with special emphasis on the "Speed Problem," Raymond P. Kelley and others. L. H. Hausam, of Hutchinson, Kan., gave an interesting talk on Penmanship.

Officers elected at the business meeting for the coming year are L. C. Rusmisel, president; C. E. Birch, vice-president, and Nettie Huff, Kansas City, Mo., secretary-treasurer. The next meeting will be held at St. Joseph, and a largely increased membership should make it even more enthusiastic and profitable than the very successful convention of November.

# News of the Profession

The various newspapers of Rochester devoted large space to the banquet of the Rochester Business Institute, held on the evening of November 21, and mentioned in the last issue of THE JOURNAL. We were not at all surprised to note as a sublead in the *Times* that the address of W. N. Ferris, president of the Ferris Institute, Big Rapids, Mich., and one-time candidate for Governor of the State, was one of great inspiration and optimism. More than seven hundred persons were in attendance, and many more would have been present could they have been accommodated. It was, in fact, the largest banquet in point of numbers ever held in the City of Rochester, and certainly it was never exceeded anywhere in enthusiasm and good fellowship.

*The Signal*, a very creditable publication issued by the students of the New Jersey State Schools, at Trenton, appeared in October with a tasteful cover designed and executed by that well-known penman, D. H. Farley.

A. J. Park, of the Woonsocket Commercial School, says his school is growing slowly but surely, and notwithstanding the depression from which his section of the country is just emerging the registration so far is almost up to the entire attendance for last year. This indicates, of course, that the people of Woonsocket and vicinity appreciate a high class school.

R. E. Eklund seems to be making a great success of his new school in Waterloo, Iowa. The last Monday in November, he says, brought him 27 new pupils, bringing the total up to 167, and making the Waterloo College of Commerce the largest business school in that part of the country. As the school opened only last September the record is a remarkable one, and an attendance of upward of 150 is very good for any school.

C. C. Chrisman, director of the shorthand department of the Columbia Commercial College, St. Louis, is placing on the market a copyholder which has some new and excellent features. It is his own invention and was suggested by the needs of his pupils.

The Massachusetts College of Commerce, so we are advised by E. E. Hudson, the manager, is now occupying its new quarters at 883 Boylston street, Boston. The school is maintaining the high standard that would be looked for in one of the leading institutions of The Hub.

THE JOURNAL has received a copy of the first issue of *Pitman's Shorthand Weekly* in its enlarged form. It contains many new features and will be more valuable than ever to the army of Isaac Pitman shorthand writers.

Song writing is one of the accomplishments of T. E. Cupper, Principal of the Southern Business College, Wilmington, N. C. He has just had published "There's No Other Just Like You, Dear," which shows plainly that Mr. Cupper has no little ability along this line.

Instructions have been issued to postmasters by the Postmaster-General to confer with local school authorities with the view of adopting the most effective method of instructing school children as to the organization and operations of the postal service, covering such features of the service as the delivery of mails, the classification of mail matter, registry

and money order systems, and particularly the proper addressing of letters and placing return cards upon them. With 40,000 pieces of mail received in the Dead Letter Office every year there would seem to be a large field for education along this line.

Now that it is generally understood that tuberculosis is a preventable and, to a large extent, curable disease, many movements have been set on foot to disseminate full information regarding the disease. A text book on the subject has just been placed in the seventh and eighth grades of the District of Columbia, and the Massachusetts educational authorities are establishing courses of instruction on tuberculosis in all the schools of the State. In many cities schools have been established for children afflicted with the disease, in order that they may study and recite their lessons in the open air. It is said that within five years most of the children of the United States will be fully informed as to the disease before they leave the lower grades of the public schools.

The new million-dollar Y. M. C. A. building, just dedicated in Philadelphia, is to be the home of a new commercial school for the City of Brotherly Love, the Y. M. C. A. having decided to maintain commercial work as a part of its educational efforts.

In a circular sent by the president of the State Educational Association to all the teachers in Pennsylvania, reference is made to the fact that in Connecticut the teachers' association enrolls 90 per cent. of the teachers; Rhode Island, 88; and New Jersey, 65, and a strong appeal is made to the teachers of the Keystone State to give the same support to their organization. Certainly the object of the association, to improve the condition of teaching and teachers and to inspire them to nobler and better work, is one which should meet with the hearty approval of every teacher. The next meeting of the association will be held at Bethlehem on June 29 and 30 and July 1, 1909. Superintendent Charles S. Foos, of Reading, is president.

One of the neatest things we have seen in the way of school advertising is a calendar sent out by Olmstead's Select Shorthand School, Hartford, Conn. The background is an exceptionally natural scene "Off Marblehead, Mass." It is a most creditable advertisement of a high-class school.

C. B. Munson, of the Brazil, Ind., Business University, says that so far they have had a remarkably large school, and the pupils are still coming. Indiana may be doubtful politically, but it is sure always to vote straight for good schools and thorough preparation for business.

Iowa is proving its prosperity by loyally supporting its many good schools this year. Highland Park College has long been one of the best and most popular of Western schools, and C. A. Wessel advises that the commercial department shows an increase of nearly 40 per cent. over the same time last year. A large part of this increase is undoubtedly due to Mr. Wessel's personal merit as a teacher, and to the strong work of that able penman, L. M. Kelchner, in the penmanship department.



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PLATE 1.

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manners manners manners ma
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PLATE 2.

Practice from this plate, being cautious about the general appearance, having the spacing, shading and slant uniform.

dandelion dandelion dandelion dan
tuition tuition tuition tuition tuition
academic academic academic academ
sister sister sister sister sister sis
domain domain domain domain do

PLATE 3.

The scarcity of new copies presented in this lesson will afford an opportunity for a little review of the letters that have bothered you during the past.

# THE PENMEN'S EXCHANGE

During the coming year we hope to have contributions for this department from all the leading penmen. We want the best that the profession can supply. It is the plan to make this department one of the most interesting in the magazine.

## EDITOR'S SCRAP BOOK

From W. L. Jackson, of Nora Springs, Ia., we have received some splendidly written cards in the ornamental style that rank among the best. He wields a very skilful pen.

→ C. E. Baldwin, of Columbia, Mo., is another penman who can write cards that are a delight to the eye.

From J. W. Washington, of the Washington Correspondence School, Dorchester, Mass., we are in receipt of a packet of ornamental and business writing that show him to be a master in these styles of pen work.

→ Signatures from D. M. Knauf, of the Beutel Business College, Tacoma, Wash., show that he is still able to handle the penholder with a marked degree of skill.

P. Escalon, of Santa Ana, Republic of El Salvador, Central America, executes some very fine ornamental work. We have received some signatures and a superscription which we do not think can be improved upon.

Merritt Davis, of the Capital City Business College, Salem, Ore., sent us a very neatly written card in gold and black ink.

Carl T. Wise, of Sedalia, Mo., is able to write a card that will pass muster among the best.

From W. A. Larimer, of Garden City, Kan., THE JOURNAL has received a page of ornamental signatures that make a very good showing.

E. H. McGhee, of the Steward & Large Business Institute, Trenton, N. J., sent us a number of pages of his business and ornamental writing. Mr. McGhee is to be congratulated on the good work he is doing.

F. B. Adams, of the Peoria, Ill., Business College, writes a card that shows up very well.

Nicely written letters come from Geo. A. Race, Jamestown, N. Y.; F. B. Adams, Peoria, Ill.; E. J. Plantier, Montpelier, Vt.; J. G. Christ, Lock Haven, Pa.; T. G. Little, Athens, W. Va.

Well executed superscriptions have been received this month from the following:

L. M. Horner, Dutch Hill, Pa.; E. A. Bock, Salt Lake City, Utah; G. I. Cross, Lowell, Mass.; Geo. A. Race, Jamestown, N. Y.; A. W. H. Ronish, Syracuse, N. Y.; A. C. Sloan, Toledo, Ohio; D. Elston, Edmonton, Alta.; J. E. Bowman, Canton, Ohio; J. E. Garner, Harrisburg, Pa.; W. L. Jackson, Nora Springs, Ia.; Merritt Davis, Salem, Ore.; J. D. Todd, Salt Lake City, Utah; C. G. Fechner, Willow, Okla.; E. Warner, St. Catharines, Ont.; Ben Kupferman, Boston, Mass.; Bro. J. H. Coulombe, Terrebonne, Que.; L. E. Goodyear, Waterloo, Ia.; E. G. Miller, Mt. Vernon, Ohio; H. G. Burtner, Pittsburgh, Pa.; M. P. Ropp, San Francisco, Calif.; C. E. Baldwin, Columbia, Mo.; C. A. French, Boston, Mass.; S. C. Bedinger, Springfield, Mo.; L. M. Hatton, Tampa, Fla.; H. K. Willians, Goodsprings, Nev.; Carl T. Wise, Sedalia, Mo.

C. M. Miller, Oakland, Md.; Verne D. Michener, Mt. Hamill, Ia.; G. H. Van Vughten, Poughkeepsie, N. Y.; J. D. McFadyen, Ottawa, Can.; O. J. Hanson, Grand Forks, N. D.;

B. M. Worthington, Chicago, Ill.; J. G. Christ, Lock Haven, Pa.; B. F. Overstreet, Connellsburg, Pa.; F. W. Tamblyn, Kansas City, Mo.; Edw. Foltzer, New Orleans, La.; J. W. Westervelt, London, Ont.; E. A. Dieterich, Cincinnati, Ohio; E. S. Lawyer, Los Angeles, Calif.; D. M. Knauf, Tacoma, Wash.; H. F. Crumb, Auburn, N. Y.; J. W. Washington, Boston, Mass.; A. E. Cole, Redlands, Calif.; W. A. Wille, Milwaukee, Wis.; Ernest Voss, Waco, Tex.; J. M. Tran, Toronto, Ont.; T. G. Little, Athens, W. Va.; A. W. Kimpson, Mexico, Mo.; L. C. McCann, Mahanoy City, Pa.; Cora E. Ney, Mishawaka, Ind.; W. H. Bodenheimer, Robert Lee, Texas.

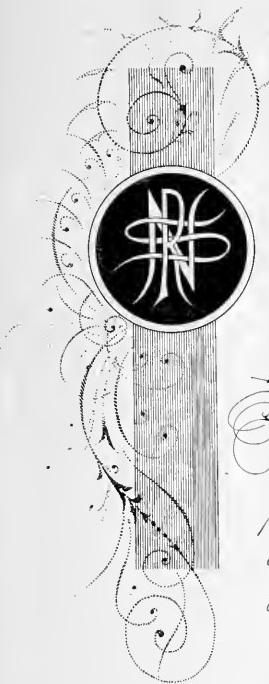
E. J. Plantier, Bellows Falls, Vt.; J. D. Cook, Johnstown, Pa.; F. B. Adams, Peoria, Ill.; H. A. Price, Brooklyn, N. Y.; J. G. Steele, Far Rockaway, N. Y.; S. E. Leslie, Poughkeepsie, N. Y.; Fielding Schofield, Boston, Mass.; S. D. Holt, Philadelphia, Pa.; W. E. Dennis, Brooklyn, N. Y.; J. J. Bailey, Toronto, Ont.; J. N. Fulton, Ft. Wayne, Ind.; D. H. Farley, Trenton, N. J.; J. E. L. Ecuyer, Montpelier, Vt.; T. P. Zum Brunnen, Shenandoah, Ia.; C. E. Baldwin, Columbia, Mo.; O. J. Browning, Newton, Ia.; E. L. Brown, Rockland, Me.; C. A. Zarker, Lancaster, Pa.; W. A. Larimer, Garden City, Kan.; A. H. Steadman, Cincinnati, Ohio; C. E. Brumaghim, Gloversville, N. Y.; F. A. Ashley, Belleville, Ont.; T. C. Knowles, Pottsville, Pa.; W. W. Bennett, Minneapolis, Minn.

A teacher in an East End school found great difficulty in getting any answers from an eleven-year-old member of the class.

"How is it," he asked, "that you never know your lessons? When I was your age I could answer any questions put to me," added the teacher.

"Yes," replied the urchin, "but you had a different teacher to what I have."—Tattler.

Superscription by P. Escalon, Santa Ana, Republic of El Salvador, Central America.



FREE

# Movement Exercises

A system of movement exercises, properly graded and understood, is a necessity in training a pupil to acquire a free handwriting.

August 1908.

D. H. Farley.

BY D. H. FARLEY, TRENTON, N. J.

J. Kidder

H. M. McDonald

B. Womell.

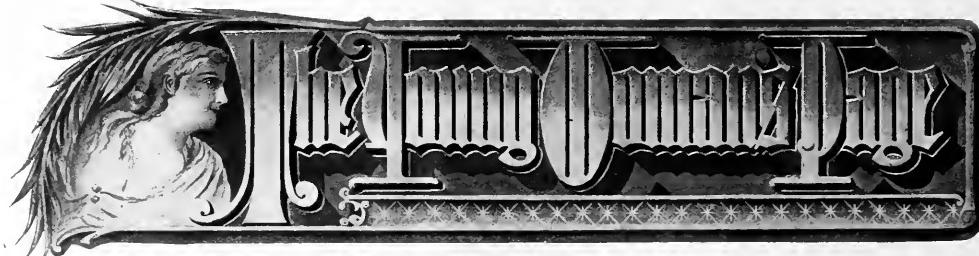
W. S. Dickson.

J. F. Caskey.

SIGNATURES BY J. F. CASKEY, HAVERHILL, MASS.

You should learn, labor, and wait.

A LINE FROM THE PEN OF C. W. RANSOM, KANSAS CITY, MO.



STELLA MARIE SMITH.

The readers of these articles shall form a very select little circle—of that I am quite sure. Why? I have set a task for the reader.

Many turned to my page and read a few paragraphs, but sniffing danger ahead (in other words, WORK), they were seized with an intense feeling of lassitude and turned the page. It is the few who read to the end who, I hope, have been carrying out my instructions all the month, and these shall be the members of our Select Circle.

Many people sit down and wait for instructions to be *poured* into them. "What are teachers for," they ask, "if not to teach us?" So they sit, flabby as the punctured rubber tires on a bicycle, waiting for Mr. Wise Man to come and inflate them with Knowledge.

These unfortunates go through their entire lives waiting, *waiting, waiting*, for knowledge to come to them.

Do you realize that you must first discover what is within yourself; second, attune yourself to your conditions (I mean by this that you must not complain and rail against them, but put yourself in a condition to understand the facts); and third, set yourself to work? Master yourself first. With self-mastery comes mastery of conditions and inevitable success in your chosen career.

But the Lazy Habit has you strangled almost to death. It began when you began to walk.

Some time ago I visited a Filipino village at the Danbury Fair. A Filipino father was training a baby. The baby wished a certain toy; instead of giving it to him, this father threw it some feet away. The baby was learning to walk. Carefully the little fellow went forward, slowly, with great difficulty keeping on his feet; he reached the toy; his tired expression turned to one of delight; he stooped to pick it up, but his father snatched it away and again threw it a good distance ahead. This was continued for some time, until the little fellow stumbled from exhaustion at every third or fourth step; then the father desisted, and the child took possession of the toy. It was nothing but a little black stick, but he was delighted. He had *worked* for it.

Exclamations from the onlookers of "Oh, the poor little thing!" "Let him have it!" were heard all through this scene. Some women and a man grew quite indignant. In spite of their boasted civilization, had these onlookers of our race been thinking people they would have learned a lesson from that Filipino.

Were you, as a child, taught to work for everything you got? Or did your parents surround you with toys and wait upon you at every turn? If they did, that was the beginning of the Lazy Habit.

We strolled on from the Filipino village and on the road a group attracted my attention. The little party were obviously preparing to go home. The father ordered the boy to harness the horse. The boy fumbled and could do nothing. The mother stood by in evident impatience. A policeman was an interested looker-on, his good Irish face expressing deep sympathy for the boy. The father put the harness on the horse, and as he stepped around to fasten the straps he told the boy to fasten those on his side. He struggled with the straps, and (though I know nothing about harnessing a horse) I wondered at his stupidity. I stepped around to the other side, saw what his father did and came back knowing what to do. The boy never thought of doing that. But the explanation was not long in coming. When the father was out of sight the boy turned an appealing look toward his mother. Instantly she stepped forward and did the thing for him. The father returned. "Who did this?" he questioned, but no one answered.

"It's all wrong. Now, John, you look at that; see what is wrong, and correct it."

Tears sprang to the boy's eyes; the mother flushed with indignation and the child bungled desperately. But he did not think even to the extent to go and see what his father had done. The policeman stepped forward.

"Here, boy; this is the way"—

"Let him alone," I could not help exclaiming. "Do you not see his father is trying to make that boy *think*?"

"Oh, I can't stand it—I've got to help the little fellow," said the policeman; and the mother, finding sympathy, said,

"This is no time to teach him."

Did you have parents and friends who always tried to "make things easy"? Were you robbed of your birthright to do your own thinking?

The Lazy Habit had that boy mentally strangled. I could look back in pity and read every page of his past and I shuddered as I thought of his future.

Have you these stitches in the Fabric of your Life? Or were you "kicked and cuffed," and did it make a coward of you? But "this is another story." We are talking to-day of the Lazy Habit.

Look up the stitches in the Fabric of your Life; see what figures they have woven; follow the threads up to the present day. You cannot wipe out these figures, but you can change the color and diminish the threads and weave different patterns.

An automobile thundered up to a railway station and on its way it ran into two carriages, damaging each. The woman driving one jumped out, got the number of the machine and started an inspection to learn the extent of the damage. The woman in the other carriage sat still, helplessly looking about for some one to come to her aid. The Lazy Habit had her in its grip.

Not long ago I visited a school room. With few exceptions the children sat or stood frantically waving their hands in the air for the teacher to help them. She spent her time going from desk to desk showing the children how to "do their examples." She says the majority of those children will sit by the hour doing absolutely nothing, waiting for her to come and "show them how." It never occurs to them even to attempt to solve the problems unaided. The Lazy Habit, like an octopus, has their minds in its toils.

What do you do when a difficult subject is before you for study?

What is your first impulse?

Do you feel helpless?

Do you feel discouraged?

Do you think you will wait for your teacher?

Shake off that Lazy Habit. Dig in. See if you cannot work it out alone.

You have accepted a position in an office and are told to "file" some papers. Because you never heard the word "file," except as a carpenters' tool, do you slink off to lunch and go back to the school you graduated from and glibly say you "do not want the job?"

The Lazy Habit is throttling you!

Put your wits to work. Go to the dictionary and find out the various meanings of "File." Go back to the office and find the "File," examine it, see how your predecessor "filed" the letters. If you throttle the Lazy Habit this week and do this much next week you may be worth a few more dollars to your employer.

Are you a poor penman? Do you watch all the month for the coming of THE JOURNAL? And when it comes, do you read every word of it? Then do you carefully carry out the instructions? And still does your penmanship discourage you?

Kill that Lazy Habit.

You say: "I am not lazy. I do all the work THE JOURNAL tells me to do, and more. If it tells me to write an exercise ten times, I write it twenty times. Do you call that lazy?"

Yes; I do. If, with all this work, still your penmanship does not improve, you must do more. Not more *physical* labor, but *mental* work is needed.

The mentally lazy individual rarely recognizes the fact that he is lazy. In fact, he is indignant if accused.

Put your mind into the work. After doing twice the work required, see if you cannot devise some scheme yourself. Instead of waiting to read in THE JOURNAL what some "other fellow" writes that he has done, do some original thinking. Then when THE JOURNAL comes, compare the other fellow's work with yours. Do not wait simply to copy. You will then have ideas and will be the better able to appreciate the ideas given in THE JOURNAL. Your mental effort throughout the month will put you in a position to get at the heart of what THE JOURNAL has for you. Your own experiences will prove the value of the suggestions made in THE JOURNAL.

Remember this: I refer, not to physical laziness, but to mental laziness.

If readers will write me in care of THE JOURNAL regarding any point in which they think I may be of help to them I shall be glad to answer, through THE JOURNAL. Your communication will be treated as confidential and your name will not appear in my answer.

#### STUDENTS' SPECIMENS

The specimens of students' work received this month are of a very high grade. The schools represented are:

Drake Business College, Passaic, N. J., L. M. Arbaugh, instructor.

Evening Technical High School, Scranton, Pa., H. L. Burdick, instructor.

Cream City Business College, Milwaukee, Wis., H. E. Welbourne, instructor.

Wood's School, New York City, A. C. Doering, instructor.

Poughkeepsie, N. Y., Public Schools, G. H. Van Veghten, instructor.

Alberta College, Edmonton, Alta., Can., D. Elston, instructor.

Willis Business College, Ottawa, Can., S. O. Smith, instructor.

The Business Institute, Detroit, Mich., A. F. Tull, instructor.

Henager's Business College, Salt Lake City, Utah, E. A. Bock, instructor.

Pottsville, Pa., Commercial School, T. C. Knowles, instructor.

Miner's Business Academy, Brooklyn, N. Y., C. H. Larsh, instructor.

Northwestern Business College, Chicago, Ill., E. M. Mozier, instructor.

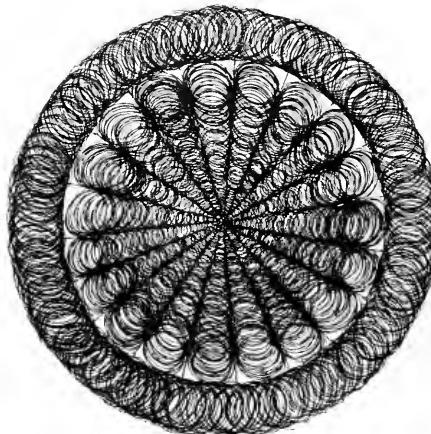
Wilkinsburg, Pa., High School, J. E. Fancher, instructor.

Columbia, Mo., Business College, C. E. Baldwin, instructor.

F. B. Evans, Des Moines, Ia.

Minnie B. Gotshall, Flint, Mich.

F. S. Hueber, Syracuse, N. Y.



MOVEMENT DRILL BY B. H. BLACK, PUPIL OF C. H. LARSH,  
MINER'S BUSINESS ACADEMY, BROOKLYN, N. Y.

#### A BOOTLESS ARGUMENT

In a Glasgow car was an aged Irishman who held a pipe in his mouth. The conductor told him he could not smoke, but he paid no heed. Presently the guard came into the car and said, with a show of irritation: " Didn't I tell you you couldn't smoke in this car?" " Well, Oi'm not smoking." " You've got a pipe in your mouth." " So Oi have me feet in me boots," replied Pat, " but Oi'm not walking." —Exchange.

## Practical Bookkeeping and Accounting



RATIONAL BOOKKEEPING AND ACCOUNTING is so arranged as to reduce the work of the teacher to the minimum. It combines all that is best in the "Actual Business from the Start" idea in the non-trading systems, and all that is good in the works published by Certified Public Accountants, such as Goodwin, Campbell, Keister *et al.*, and puts it all in shape to utilize the ideas and give the student actual practice on them. It consists of a Complete Bookkeeping Course, a Complete Banking Course and a Business Practice Course, bound separately.

It puts the work in shape so you can have trading or not, you can have offices or not, and, in any case, it is just as practical if only five are present as if you had a department filled. The door is thrown open for the teacher to exercise his special business ability by bringing in transactions to illustrate any peculiar, technical business point, and in case he does not find it necessary to do this, the stuff is there anyhow, and yet there is a perfect check on everything without the usual detail work for the teacher. It starts with the simplest possible work in the Preliminary Parts 1 and 2, and then, bringing in all commercial papers, leads the pupil step by step, in easy flights, to Corporation Bookkeeping, where he actually works out everything he would come in contact with in adjusting gains, losses, bonus, good will, dividends, surplus, increases of capital stock, etc., etc.

I have paid no attention to the matter of expense, except to know the total, and you may be sure I know that, and shall experience no difficulty in remembering it. I have been more than two years completing it. Have been delayed and am disappointed on that point, yet I am not, and have not, been in a great hurry to introduce it, especially when I found I could not have it completed in time to place it properly before the profession in June and July, 1908.

I really think that the delay has been valuable, because the scheme of Practical Bookkeeping and Accounting has opened up new fields to utilize business ideas and a greater opportunity in the line of business training than my vision had ever before beheld, so I have thought it wise to take the time to cover the field well. I believe that I now have a course that will mean a great step taken in the forward movement of commercial education and training when the scope of it is understood by the profession and it is put into use.

The Banking Course can be used in connection with any Bookkeeping Course; so also can the Business Practice Course. A course on the same scheme is arranged for High Schools, Normal Schools and Night Schools, so we are prepared to accommodate a school with a course of the length desired, or as extensive as desired, and yet all the work is done on the same practical plan, and the student will handle every kind of commercial paper there is in a most systematic manner, and so that slip-shod work cannot be done.

The arrangement cannot be adequately explained by writing. The complete outfit must be seen to be appreciated. It is planned with a view to simplicity from the start.

You must see it at the Indianapolis Convention, or let us submit an outfit for your examination. If it is what you want, it would be wise to commence now to consider it, even if you cannot adopt it until next fall. But we feel sure you will be delighted with it, and will decide that the sooner you get it introduced, the better. It must go in on its merit, and we do not care to push it on any other basis or in any other way. We are in this field to make the best that can be made, and you want the best that can be had.

W. L. MUSICK.

**W. L. MUSICK PUBLISHING CO.**  
ST. LOUIS, MO.

## Chartier-Gregg Contest OFFICIAL REPORT

DRAKE SCHOOL			SPENCER SCHOOL		
PUPIL	Exam. Aug. 29 Total Words Credited	Exam. Oct. 23 Total Words Credited	PUPIL	Exam. Aug. 29 Total Words Credited	Exam. Oct. 24 Total Words Credited
Ada Munson, Edith Evans, Seville Smith, Anna Lohse, Salome Tarr, J. W. Rush,	4576	5121	Clara Boorman, Mildred Payne, Gladys Taylor, E. Buermeyer, A. Jarvis, E. Decker,	4330	5293

Examine the figures in above report. Note that at the end of four months, August 29th, the Gregg students were (4576-4330) 246 words ahead; then look at the close of the contest, October 24th, when Chartier students were (5293-5121) 172 words ahead. A clear gain for the Chartier students in less than two months of (246 plus 172) 418 words on the Gregg students. Think of it, 418 words; a gain for each Chartier student over the Gregg student of 69.23 words in two months, August 29th to October 24th.

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G. C. FAURE, Hoboken, N. J.

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JULY 1909

ANN ARBOR, MICHIGAN

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at Your Home  
During Spare Time

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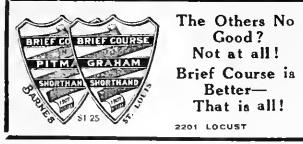
Why go away to school to master penmanship when by the Tamlby System it can be done as quickly at home without paying up premium occupation? My book, "How to Become a Good Penman," contains copies and specimens and tells how others mastered it FREE. If you enclose stamp your name will be written on a card the finesse you ever saw it. F. W. Tamlby, 116 Grand Ave., Kansas City, Mo.

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# Students' Own Page

Every student subscriber of THE JOURNAL is earnestly invited to contribute to this page. The best specimens received each month will be reproduced for the purpose of encouraging the students of writing generally.

That the work may show up to the best possible advantage, the following rules should be observed:

1 *I may improve in my writing.*

1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0

2 *1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0*

3 *Mason Mason Mason Mason*

4 *Ornament Ornament Ornament Ornament*

5 *A specimen of my rapid business writing*

6

7

8

The above specimens were written by the following pupils: S. G. Backenstoss, Harrisburg, Pa. 2. Imogene Westbrook, pupil of O. J. Browning, Newton, Ia., High School. 3. Florence MacDonald, pupil of A. F. Tull, the Business Institute, Detroit, Mich. 4. Pearl Gleed, pupil of E. A. Bock, Henager's Business College, Salt Lake City, Utah.

5. Jules Laurencelle, pupil of Bro. Rene-Auguste, Longueuil College, Chambly, P. Q. 6. James A. Jones, pupil of C. E. Baldwin, Columbia, Mo., Business College. 7. Loella Matthews, pupil of A. L. Morrow, New Castle, Pa., High School. 8. Patrick Carroll, pupil of L. J. Egelston, Rutland, Vt., Business College.

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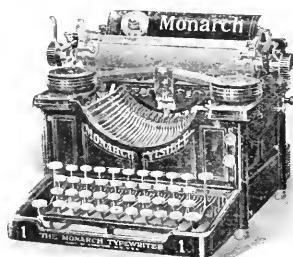
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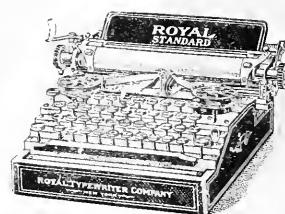
New Smith Premier Visible, Smith Premier Typewriter Co.,  
Syracuse, N. Y.



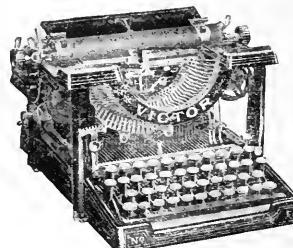
L. C. Smith Bros. Typewriter Co., Syracuse, N. Y.



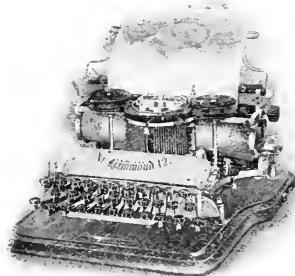
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I use it exclusively in my expert writing; invaluable to the professional, to the amateur or to the beginner. You can write easier, longer and better by using this great instrument. Some of the special features of this holder are very clearly expressed in the following, unsolicited letter from Mr. G. W. Weatherly, President of the Joplin-Carthage Business College Company, of Joplin, Mo. This letter tells its own story.

Mr. C. W. Ransom, President, Ransomian School of Penmanship, Kansas City, Mo.

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This beautiful, solid rubber holder will last you a lifetime and the price is only 50 cents, postpaid. Special prices to schools and colleges; write for them. Address

C. W. RANSOM, Pres., THE RANSOMERIAN SCHOOL, Kansas City, Mo.



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have studied penmanship under old methods and failed to acquire a rapid business hand or an accurate professional style, enroll with us, as we guarantee to make you an expert or refund your money. All branches of Penmanship and Pen Art taught.

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The Penman's Art Journal  
229 Broadway New York

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Book!

YES! It is. The title is The Penman's Dictionary, and it's got over 3,000 words, suitably arranged for instant reference for penmanship practice. If your class needs drills on small t's, for instance, you have 48 special words embracing the first, second, and how often do you want class practice on long words to develop continuous movements? Eight 2-cent stamps gets the little book. Penman's Art Journal, 229 Broadway, New York.

J. B. Cummings

E. M. Hinsinger

M. Kastin

J. H. Barnett

ORNAMENTAL SIGNATURES BY R. W. BALLENTINE, ALBANY, N. Y.

# WHO'S WHO IN PENMANSHIP

## J. D. McFADYEN.

Another fighter in the advance guard of commercial education in Canada, and one who finds ample scope for his abundant energies north of the boundary line, is J. D. McFadyen, who is associate principal of the Gowling Business College, at the Canadian capital. Born on a farm in Victoria

County, Ontario, on July 25, 1875, the subject of this sketch spent the earlier years of his life working out the minor problems which fit one for the larger work of after years. At the age of seventeen he entered the Lindsay Collegiate Institute, applying himself especially to science and mathematics and leading his classes in those branches. After completing his work in this school Mr. McFadyen took up public school work and during the six years he continued in that field met with unusual success. Seeing in commercial education a larger opportunity he entered the Central Business College, Toronto, in January, 1903, taking up the complete commercial and shorthand courses. The years 1904 and 1905 were spent as principal of the commercial department of the Metropolitan Business College, Ottawa, and when this school was united with the Ottawa Business College he remained at the head of the commercial penmanship departments of the amalgamated schools. In 1906 he was appointed head master of the Pugbee Commercial College, Stanstead, Que., but returned to Ottawa in 1907 to enter into partnership with Mr. Gowling in the Gowling Business College, where he has met with his usual success, being especially strong in his penmanship work.

M. A. ADAMS.

In 1873, on February 18, M. A. Adams, one of the successful business educators of the Buckeye State, was born. During the ten years from seven to seventeen he managed to attend school from four to six months each year, but as he was forced to become self-supporting as soon as able to work his opportunities were only such as he made for himself. His mother died when he was eight years of age and this added to the serious aspect which life early took on for him. At the age of seventeen Mr. Adams had advanced so far in his studies that he was able to teach in the public schools, and for the next eight years he alternated between the schoolroom as teacher and the schoolroom as pupil. Among the schools he attended were the Marietta, Ohio, Normal School, Michael's Business College, the Ohio Northern University and Zanerian College. After completing his commercial school work he became teacher of bookkeeping and penmanship in the Marietta, Ohio, Commercial College, in which he afterward purchased an interest and became president of the institution. He was married in 1904. Mr. Adams's success is due solely to his own efforts, and he is an excellent example of that characteristic American spirit which surmounts obstacles and makes them stepping stones to success. He is one of the stars in the galaxy of business penmen and a great admirer of the highest forms of pen art.



M. A. ADAMS.

## THEO. ANDERSON.

Minneapolis is one of the busiest cities of the Northwest, and without further evidence it could safely be assumed that the principal of a successful school there was a man of capacity and energy. Theodore Anderson, who comes of the same kind of stock which has given Minnesota her famous Governor, as principal of the Minnesota College School of Commerce, has proved himself to be fully alive to the needs of the business men of the city in which he lives. Born of Swedish parents, on September 27, 1875, on a Wisconsin farm, he was early introduced to the various appliances for muscular development which are kept on such a place, among them being the axe and woodsaw. At the age of eighteen he decided to vary the monotony of farm labor by teaching in the country schools, and five years later divorced himself entirely from his inherited profession by entering Dixon College, at Dixon, Ill., graduating in 1902 with B. S. and M. Acs. During his last year at Dixon he taught in the commercial school as first assistant. Following his graduation Mr. Anderson spent two years as traveling salesman for a jobbing house in Minneapolis, and later, up to January 1, 1907, taught in the business colleges of that city. Two years ago he assumed his present position as head of Minnesota College School of Commerce, and has conducted the school to the entire satisfaction of all concerned. He is a strong business penman and possesses the ability to impart his knowledge to others in such a way as to bring certain results.

## F. R. ALGER.

One of the successful teachers of Michigan, and a native of the State in which he has elected to carve out his business career, is F. R. Alger, of the Bliss-Alger College, Saginaw, Mich. Mr. Alger's early education was secured in the schools of his home town, Saginaw. Teaching early appealed to him and shortly after finishing the high school course he entered the public schools as a teacher. At the end of his first year at the head of the school-room he determined to prepare himself still further, and entered Detroit College for a year of advanced work. While in this school Mr. Alger became interested in the Bliss System of bookkeeping, and upon completing his year in Detroit he went to Columbus, Ohio, to make a thorough study of that system and of penmanship, in Bliss College. Graduating in December, 1906, he returned to Michigan and took charge of the commercial department of Rowe College, where he was especially successful in his work in the penmanship classes. Mr. Alger now felt that with his business knowledge and mastery of the commercial branches he was fitted to manage a school of his own, so he joined forces with F. H. Bliss, and on September 1, 1907, the Bliss-Alger College at Saginaw was opened as a teachers' training school for the Bliss system. Mr. Alger's work has always been of a high character, and he is one of the strong supporters of The Journal, believing that through it pupils can receive value which can be obtained in no other way.





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From the beginning it has always been the first to anticipate and meet every demand of the business world for better and greater typewriter service.

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# Championship Gold Medal and Cash Awards for Writers of ISAAC PITMAN'S SHORTHAND

*Increased Cash Awards Amounting to \$525.00*

## MEDAL AWARD

We give in reduced facsimile an illustration of the Isaac Pitman Shorthand Championship Trophy (value \$175) offered by Pitman's Journal for competition at Providence, R. I., on Saturday, April 10, 1909, in connection with the annual meeting of the Eastern Commercial Teachers' Association, when the Eagan International Cup (open to all shorthand writers) and now held by an Isaac Pitman writer), and the Miner Gold Medal (open to all writers of less than ten years' experience), will be competed for. The trophy, which is of solid gold and weighs four and one-half ounces, is given for the purpose of arousing enthusiasm and emulation among the writers of Isaac Pitman Shorthand, and must be won three times consecutively before it can be retained permanently. The competition is open to writers of the Isaac Pitman system who have commenced the study within the limits of North America, and there is no limit as to age, sex, or color. This medal will not be awarded unless the gross speed exceeds 160 words per minute, and the net speed 150. Candidates must enter their names with Isaac Pitman & Sons, 31 Union Square, New York City, before the date of the Providence meeting. The present holder of the medal is Miss Nellie M. Wood, of West Somerville, Mass.

## CASH AWARDS

In addition to the trophy, Pitman's Journal also offers a cash award of \$350 to any writer of the Isaac Pitman shorthand who may be successful in winning the Eagan International Cup, also a cash award of \$175 to any writer of the Isaac Pitman system winning the Miner Gold Medal. This offer is open to all Isaac Pitman writers, American or otherwise.

*Send for "Why the Isaac Pitman Shorthand is the Best,"  
and a copy of "International Contests."*

*Write for particulars of FREE CORRESPONDENCE COURSE*



## THE WORLD'S RECORD FOR SPEED

is held by Miss Nellie M. Wood (an Isaac Pitman writer), who won the Eagan International Cup (1908) with a gross speed of 260 words per minute and a net speed of 253 words per minute.

## THE WORLD'S RECORD FOR ACCURACY

in high speed shorthand writing is held by Sidney H. Godfrey (an Isaac Pitman writer), who wrote at the third International Speed Contest, Philadelphia, 1908, at the rate of 180 words per minute and turned in a transcript 99 4-5% correct.

## Isaac Pitman Shorthand Has Demonstrated Its Superiority Over All Other Systems

by winning the principal honors in the following International Contests:

**First International Shorthand Speed Contest**, Baltimore, 1906. The Miner Gold Medal, the only trophy awarded, won by Sidney H. Godfrey.

**Second International Shorthand Speed Contest**, Boston, 1907. Miner Gold Medal, won by Sidney H. Godfrey, and Eagan International Cup, won by Miss Nellie M. Wood.

**Third International Shorthand Speed Contest**, Philadelphia, 1908. Eagan International Cup, won for the second time by Miss Nellie M. Wood.

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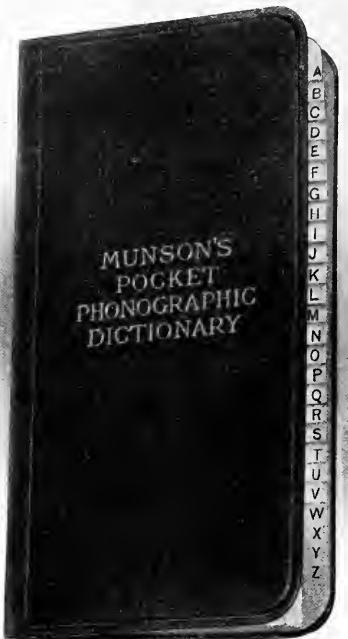
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In the Chartier-Gregg contest held in Jersey City, N. J., the Gregg students were 246 words ahead at the end of the fourth month. It was a six-months' contest. At the end of the contest the Chartier students had not only regained the 246 words but won by 172 words; making a total gain of 418 words on the Gregg students during the last two months. The committee, five "intelligent" business men, in rendering their decision said, "as the Gregg students were further ahead in the middle of the contest than the Chartier students were ahead at the end of the contest the Gregg students were superior writers." The official report, which Mr. Gregg refuses to publish, verifies the above figures.

Which horse wins, the one that is ahead half way around the track, or the one that comes out ahead at the end of the race? The Chartier students came out ahead at the end of the race.

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# PENMAN'S ART JOURNAL

VOL. 33

FEBRUARY, 1909

NO. 6

## A MIDWINTER SUGGESTION

In any crowd of men interested in some special subject it will be noted that the conversation always has a tendency to drift around in this particular direction. If they are engaged in mercantile pursuits their conversation will be on merchandise, if they are lawyers there will be something about cases and decisions, and if they are engaged in educational work this topic of conversation will be uppermost. As this magazine is engaged in business educational work, and as most of its readers are interested in the same subject, are anxious to spread the gospel of business education as far as possible, we always feel that our readers are just as much interested in the matter of increasing the power of the JOURNAL as we are. January brought us many new friends. The hope and confidence of the new year was reflected in the long lists of names that came into the office from teachers, and in the individual subscriptions that came to us from the young people themselves. The strong course in business writing now being run has brought us words of the warmest appreciation from all parts of the country. The departments for young men and women, and the other features of the magazine, have won for themselves secure places in the hearts of thousands of readers. The work we are trying to do has been appreciated, and everything indicates a still larger measure of appreciation in the future.

There is still a great deal of work that can be done for us by friends in the schools. Since the first of January, hundreds of young men and women who would find lessons in business writing and other departments of the magazine of great value have come in. If they have entered upon their school work late they are anxious to have every opportunity for making up the lost ground, and nothing can better assist the teacher in spurring them on to their best efforts than the JOURNAL. The teacher can give only a small portion of his time to each pupil, but every copy of such a magazine as this is a constant source of inspiration. It makes the work of the teacher easier and by strengthening the determination of the pupil enables him to make greater progress.

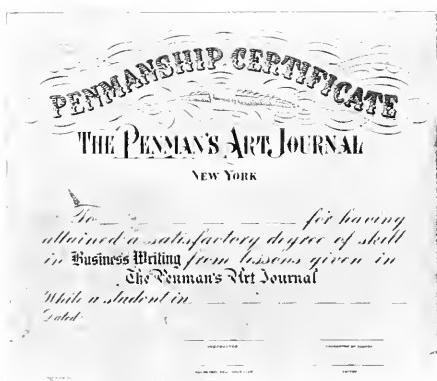
We want during this February to eclipse all previous records, not from mere desire to do something big, but because we know that the larger our field the better work we can do for the cause for which this magazine has stood for a third of a century. The world demands young men and women better fitted for its work than ever before, and it is the purpose of the JOURNAL to keep in touch with this demand and help in making its fulfilment possible. Those teachers who have not sent in a club since the beginning of the year can help all of us, the pupil, themselves and this

magazine, by bringing us to the attention of their pupils at once. And those who are at present receiving the magazine each month can help us by recommending it to their friends. 1909 is going to be a great year in every respect—let us all work together to make it greater.

## THE INDIANAPOLIS CONVENTION

In the News Edition of THE JOURNAL this month will be found a complete report of the convention held at Indianapolis during holiday week. This is one of the most complete reports we have ever given, and practically the entire news section is devoted to it. The gathering was one of the most successful of its kind ever held, and once again Indianapolis has proved its right to the title of an ideal convention city. As will be noted from the report, much valuable work was done during the four days of the session, and an especially good double page picture of the entire body of commercial educators is presented. THE JOURNAL takes pride in its convention reports and makes a special point of covering them not only fully, but accurately. This feature alone should make the magazine worth one dollar a year to every teacher and business school manager, but this is only one of the features of our News Edition.

## THE JOURNAL'S PENMANSHIP CERTIFICATE



The above is a reduced facsimile of the Penmanship Certificate awarded by the Penman's Art Journal to those who

*The Pennman's Art Journal*

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 HORACE G. HEALEY, EDITOR  
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\$3.00 an inch. Special rates on "Want" ads. as explained on those pages. No general ad. taken for less than \$2.00.

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Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

**The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.**

**"TIS NOT IN MORTALS TO COMMAND SUCCESS, BUT WE'LL DO MORE, DESERVE IT."**

complete any one of its courses in business writing. It is a handsome specimen of the art of penmanship, printed on beautiful azure-tinted parchment paper, 16x21 inches in size.

It is signed by the class teacher, the conductor of the course of lessons in The Journal, the secretary of the Self-Help Club and the editor of The Journal.

The conditions under which the certificate is awarded are as follows:

1. Every candidate must be a subscriber to The Journal.
2. He must well and faithfully do all the work assigned in connection with any series of lessons in business writing.

3. A final specimen of his writing must be sent to the editor of The Journal for approval. (Home students will be required to send a page of their practice work taken from each month's lesson.)

The Journal's certificate has now been in use for five years, and hundreds of them adorn the walls of leading schools of this country. They are rightfully prized very highly by the holders as a tangible evidence of earnest and conscientious work faithfully performed.

A fee of fifty cents is charged to pay for inserting the name, the name of the school, and to defray the expense in getting the proper signatures.

We hope to have the pleasure this year of issuing a large number of these beautiful certificates.

Teachers should begin now to send in specimens of their pupils' work for approval, and home students who have followed our business writing course should also send in their work. We are ready now to fill out certificates for the



CHARLES WILLIAM BURROWS.

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Mills-Healey Course, which has been running since September.

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**RECENT JOURNAL VISITORS**

J. E. Plummer, Sadler's Business College, Baltimore, Md.  
 Lyman P. Spencer, Orange, N. J.

W. L. Cochran, Wood's School, New York.

F. E. Barbour, High School, Greenwich, Conn.

H. W. Patten, Central High School, Philadelphia, Pa.

Edward J. Ryan, E. D. High School, Brooklyn, N. Y.

Harry Houston, Supervisor, New Haven, Conn.

W. R. Hayward, New York High School of Commerce.

Clyde H. Marshall, Chicago, Ill.

W. E. Dennis, Engrosier, Brooklyn, N. Y.

J. P. Byrne, Jewelers' Circular, New York City.

F. B. Hess, Heffley School, Brooklyn, N. Y.

George Oakley, Columbia College, Paterson, N. J.

**INVITATIONS RECEIVED**

The members of the class of 1908 of the Capital City Commercial College, Des Moines, Ia., request the honor of your presence at their Commencement Exercises, Thursday evening, December 17, 1908, at 8 o'clock.

**PINK WRAPPER**

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

**CHANGE OF ADDRESS** — Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.

# Shorthand and Typewriting

## TYPEWRITERS AND THE BLIND

Last summer The Journal published a letter from W. H. Gleazen, of the Smith Premier Typewriter Company, relative to the use of the typewriter by the blind, and advocating the employment of persons thus handicapped in all positions where their services could be advantageously used. It is hardly necessary to repeat that the invention of the typewriter has opened a new field for the activities of the blind, for the touch operator, taking dictation direct to the machine, or

cities of New York State. Anything that can be done to make those so handicapped self-supporting and add to their interest in life merits the fullest encouragement.

If we may judge from the preface to a work on stenography, which was recently sold at a book sale, George Washington was interested in shorthand, for it states that America's foremost citizen was an original subscriber to the work. The book is entitled "Thomas Lloyd's Stenography,"



from the phonograph, which is now so generally used in offices, finds little occasion for seeing what is being done. One of the most remarkable young women of the present day is Miss Helen Keller, who, lacking both sight and hearing, has become highly educated and done much writing for the press, including the story of her life. Her writing, it is said, is done entirely through the medium of the typewriter.

The accompanying cut, used through the courtesy of the Smith Premier Typewriter Company, shows O. H. Burritt, formerly of the New York State School for the Blind, dictating to a Miss Miller, who has, since the photograph was taken, held quite an important position in one of the large

and is one of the earliest and rarest works on the subject published in America.



H. N. Doe,  
Bangor, Me.



W. D. Chalmers,  
Cleveland, O.

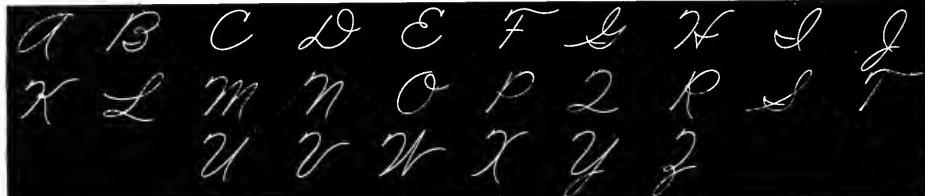


J. E. Dyer,  
Bakersfield, Calif.

# LESSONS IN BUSINESS WRITING

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Mills & Thaler.



STANDARD BUSINESS CAPITALS—AS PLAIN AS PRINT.



PLATE 1.

PORTRAIT OF MR. MILLS, ASSOCIATE EDITOR OF THE JOURNAL.

**Plate 1** shows the proper position of the body and hands at the desk for writing. Study this illustration carefully.

In **plate 2** is shown the correct position of the hand, pen and paper, as seen from the front and side view.

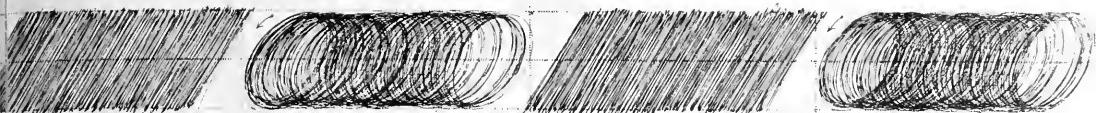
**Plate 3** shows the proper position of the third and fourth fingers when holding the pen. The hand should glide across the paper without fingers when writing.



PLATE 2.



PLATE 3.



FIRST DEGREE MOVEMENT DRILL.



SECOND DEGREE MOVEMENT DRILL.

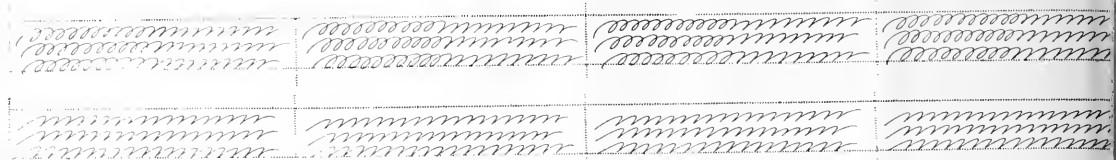


THIRD DEGREE MOVEMENT DRILL.

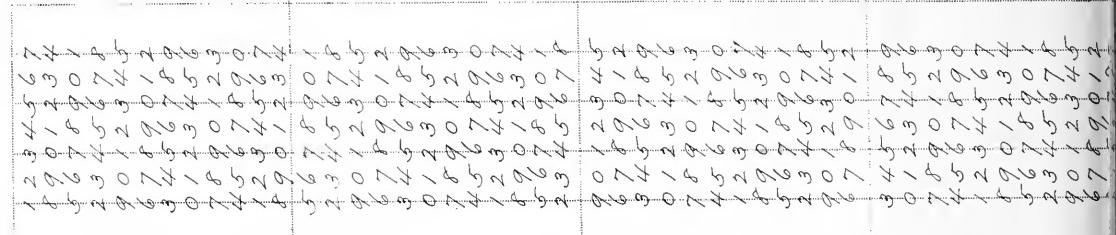
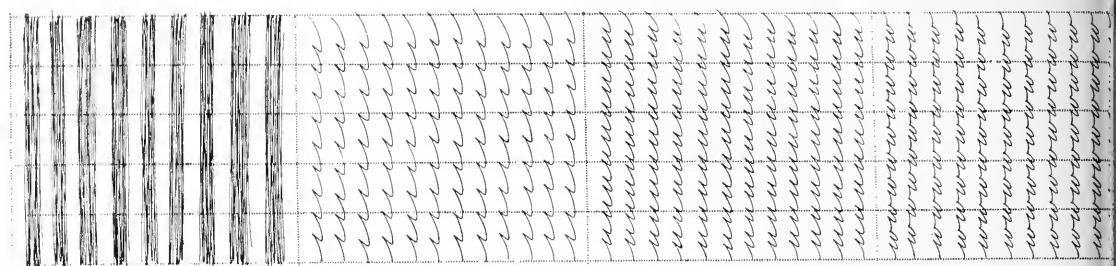


FOURTH DEGREE MOVEMENT DRILL.

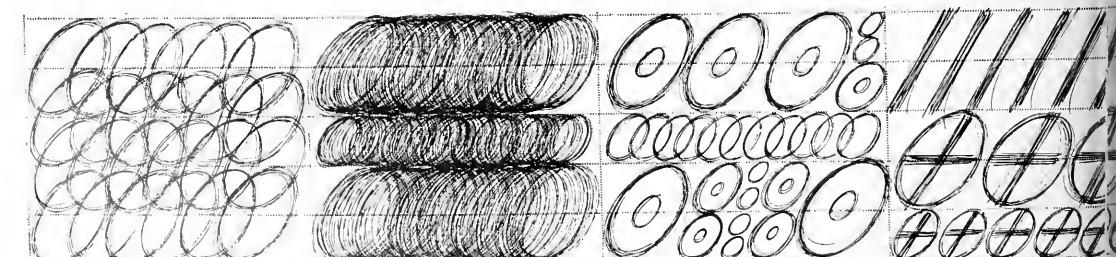
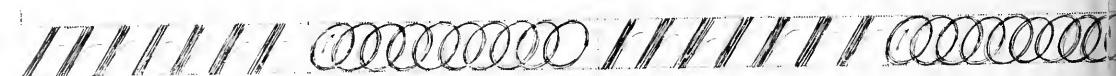
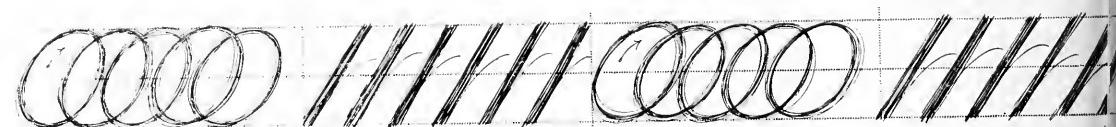


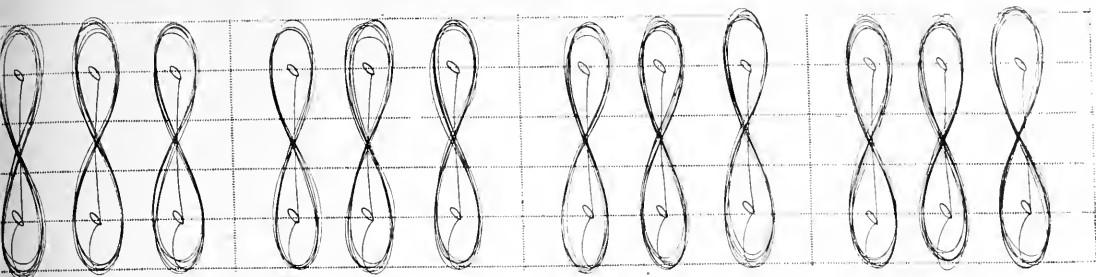


SMALL LETTER EXERCISES.



CROSS LINE PRACTISE.





MOVEMENT DRILLS FOR BEGINNING PUPILS.

Ranking brought greater results.

Certain studies require thought.

Towers usually blossom sweetly.

Grecian columns adorned temples.

Germans dislike Russian warfare.

General Sherman stormed Atlanta.

Pilgrim Fathers brought economy.

Raphael learned writing quickly.

Rudolph brought holiday letters.

# THE PENMEN'S EXCHANGE

During the coming year we hope to have contributions for this department from all the leading penmen. We want the best that the profession can supply. It is the plan to make this department one of the most interesting in the magazine.

## EDITOR'S SCRAP BOOK

From the pen of C. E. Baldwin, Columbia, Mo., we have received a number of very excellent ornamental signatures. This month we reproduce a signature executed by Mr. Baldwin which will give our readers an idea of the kind of work he is turning out.

E. H. McGhee, of Trenton, N. J., is another penman who is constantly improving in his ornamental work. The signatures we have received from his pen this month are of a very high grade.

C. E. Brumaghim, of Gloversville, N. Y., turns out some very superior work in both the ornamental and business styles. We have received several specimens of his work, and in an early issue will reproduce some of it.

C. H. Haverfield, of Berea, Ohio, contributes a packet of splendidly written ornamental cards to the Scrap-Book this month. Mr. Haverfield certainly wields a very skilful quill.

E. E. Hixson, of New York City, turns out some very creditable card work. With Mr. Hixson card writing is but a side line, and for the little time he devotes to this work he is to be congratulated.

A number of our readers will remember the name of R. L. Dickensheets, who has been out of school work for some time, now being engaged as Assistant City Clerk at Boulder, Colo. Although he does not have very much time for practice, he is still interested in the beautiful art of penmanship, and has just sent us several specimens of ornamental work which rank among the very best.

Ornamental letters worthy of mention this month come from J. G. Christ, Lock Haven, Pa.; A. F. Jaksha, Portland, Ore.; C. H. Haverfield, Berea, Ohio; C. J. Gruenbaum, Lima, Ohio.

Well written superscriptions have reached our office from E. Warner, St. Catharines, Ont.; R. T. Denbo, Chickasha, Okla.; J. E. Boyd, Kansas City, Mo.; F. B. Courtney, Cedar Rapids, Ia.; C. G. Price, New York City; R. S. Collins, Philadelphia, Pa.; C. A. French, Boston, Mass.; C. H. Haverfield, Berea, Ohio; C. F. Gubitz, Hartford, Conn.; Charles Gregerson, St. Paul, Minn.; J. D. Rice, Chillicothe, Mo.; C. E. Doner, Beverly, Mass.; F. A. Curtis, Hartford, Conn.; A. E. Parsons, Keokuk, Ia.; J. D. McFadyen, Ottawa, Ont.; M. M. Lain, Indianapolis, Ind.; A. B. Curtis, Minneapolis, Minn.; E. A. Bock, Salt Lake City, Utah; C. W. Ransom, Kansas City, Mo.; J. F. Tyrrell, Milwaukee, Wis.; F. B. Adams, Peoria, Ill.; R. L. Dickensheets, Boulder, Colo.; W. E. Cornell, Battle Creek, Mich.; C. A. Phillips, Chaffee, N. Dak.; O. J. Browning, Newton, Ia.; R. L. Coffee, Beaumont, Tex.; D. A. Casey, Albany, N. Y.; C. E. Brumaghim, Gloversville, N. Y.

D. H. Farley, Trenton, N. J.; J. N. Fulton, Ft. Wayne, Ind.; H. W. West, Trenton, N. J.; Charles Palmer, Wilmington, Del.; J. T. Thomas, Memphis, Tenn.; J. D. Todd, Salt Lake City, Utah; P. W. Costello, Scranton, Pa.; E. B. Thomas, Colorado Springs, Colo.; G. A. Holman, Potter Hill, R. I.; R. M. Westover, Denver, Colo.; J. J. Conway, New-

burg, N. Y.; J. W. Washington, Dorchester, Mass.; J. C. Miller, Saville, Pa.; K. C. Atticks, Baltimore, Md.; S. E. Leslie, Poughkeepsie, N. Y.; E. L. Brown, Rockland, Me.; J. A. Shanley, Lowell, Mass.; J. R. Hutchison, Denver, Colo.; D. W. Hoff, Lawrence, Mass.; C. J. Gruenbaum, Lima, Ohio; G. W. Paulus, Grand Rapids, Wis.

C. E. Chamberlain, Iowa Falls, Ia.; R. M. Jones, Chicago, Ill.; M. L. Stahl, Philadelphia, Pa.; E. J. Abernethy, Forest City, N. C.; C. H. Howieson, Kenosha, Wis.; A. K. Feroe, Madison, Minn.; F. O. Anderson, Ottumwa, Ia.; W. W. Bennett, Minneapolis, Minn.; O. J. Penrose, Elgin, Ill.; E. P. Popejoy, Emberton, New Mexico; Henry Carmean, Ogden, Utah; H. W. Herron, Portland, Ore.; E. C. Davis, Salt Lake City, Utah; Miss Bertha W. Ferguson, Brockton, Mass.; A. M. Keisling, Washington, D. C.; L. C. McCann, Mahanoy City, Pa.; N. H. Roberts, Staunton, Va.; C. E. Baldwin, Columbia, Mo.; W. T. Shoup, Bloomington, Ill.; J. F. Siple, Cincinnati, Ohio; A. F. Jaksha, Portland, Ore.; J. M. Tran, Ottawa, Can.; C. E. Sjostrand, Warren, Minn.; H. C. Spencer, Melrose, Mass.; C. L. Krantz, Rock Island, Ill.; T. P. ZumBrunnen, Shenandoah, Ia.; A. C. Sloan, Toledo, Ohio.



By C. E. BALDWIN, COLUMBIA, MO.



By E. H. MCGHEE, TRENTON, N. J.

Thousands, masted, mighty, float  
Out to sea, youth's navy goes  
Silent, in his one, oared boat  
I get into the harbor rows  
Schiller

ORNAMENTAL WRITING BY J. D. TODD, SALT LAKE CITY, UTAH.

Anna Vaner.

BY F. O. ANDERSON, OTTUMWA, Ia.



EXECUTED BY PEARL GLEED, STUDENT OF E. A. BOCK,  
HENAGER'S BUSINESS COLLEGE, SALT LAKE CITY, UTAH.



S. C. Bedinger,  
Springfield, Mo.



R. W. Ballantine,  
Albany, N. Y.



E. E. Bradford,  
Peabody, Mass.



H. P. Behrensmeyer,  
Quincy, Ill.



F. E. Barbour,  
Greenwich, Conn.



Fred Berkman,  
Spokane, Wash.



W. H. Beaman,  
Wilmington, Del.



C. A. Barnett,  
Oberlin, Ohio.



Albert Backus,  
Euler City, Ore.

A GROUP OF AMERICA'S FOREMOST PENMEN.



PLATE 1.

**Plate 1** shows a bird flourish similar to the one you practised on last month in Plate 4, excepting that more strokes have been added to make it more fancy. All the strokes are numbered on this flourish which shows the order in which they are to be made.

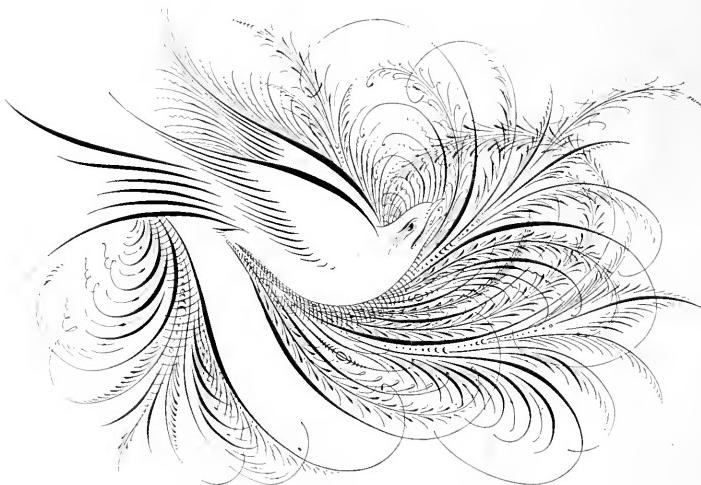
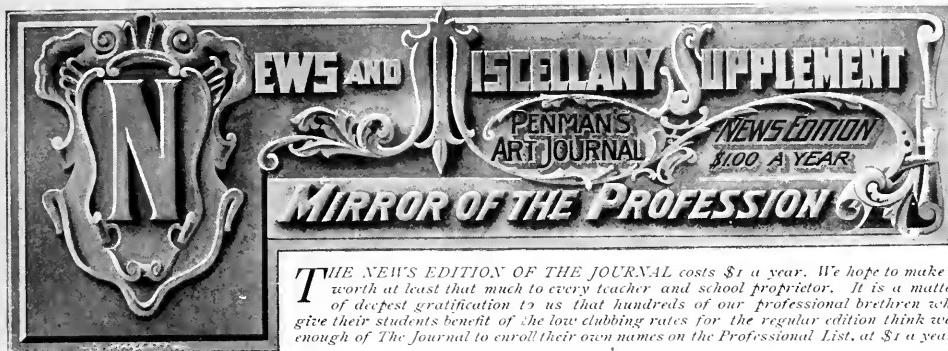


PLATE 2.

In plate 2 we have a very dainty and beautiful flourish. Practise same very carefully and send your best work to THE JOURNAL office. We will reproduce the best specimen received. Execute your work in jet black ink.



*THE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it worth at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.*

## THIRTEENTH ANNUAL MEETING OF THE NATIONAL COMMERCIAL TEACHERS' FEDERATION HELD AT THE SHORTRIDGE HIGH SCHOOL, INDIANAPOLIS, IND., DECEMBER 28, 29, 30, 31, 1908

The thirteenth annual convention of the National Commercial Teachers' Federation was called to order by President Miner at 2 o'clock Monday afternoon, December 28, 1908, in the large auditorium (known as Caleb Mills Hall) of the Shortridge High School, Indianapolis, Ind. There was present at the opening meeting a large enough membership to comfortably fill the middle section of seats of the large auditorium, but not enough to make much of an impression on its sixteen hundred capacity. After the invocation had been pronounced by Bishop Vincent the address of welcome was delivered by Mayor Bookwalter, a real "live" Mayor. The Mayor surprised his audience by criticising severely the public school system of his own city and of the country generally. He spoke for a more technical education and for training for service.

A welcome on behalf of the Commercial Teachers' Association of Indiana was delivered by F. J. Heeb, Indianapolis. "Uncle Robert" Spencer responded to the addresses of welcome.

First Vice-President Fish was introduced, and presented to the Federation an ivory and ebony gavel, donated by Mrs. E. N. Miner, on condition that the names of the past presidents be engraved on it and that room be left for the names of future executives. The names of the former presidents were then read and the gavel was accepted.

Miss Elizabeth Van Sant, the second vice-president, was introduced, and in turn presented the novel feature of providing two young girls in uniform to act as pages in carrying communications about the hall, etc.

The presidential address of Mr. Miner consisted chiefly of a series of recommendations for changes in the by-laws and a severe criticism of the present constitution and by-laws of the Federation. The recommendations were to the following effect:

First—A new by-law authorizing the payment to the secretaries of the different sections of a compensation for their services based upon the number of members in the section.

Second—A new by-law requiring the secretaries of the sections to place in the hands of the general secretary each year, before leaving the city of meeting, a list of all the newly elected and appointed officers in the sections.

Third—A new by-law requiring the newly-elected presidents of the sections and the Federation to announce publicly their executive committees and their members of the Advisory Council at the last Federation meeting of the session at which such officers were elected.

Fourth—A new by-law requiring that all papers read before the Federation and sections be handed to the official reporter as soon as read, and that papers not in the hands of the reporter within ten days after the close of the session or not in the hands of the official editor within thirty days from that time be excluded from the published report.

Fifth—A new by-law requiring that persons intending to invite the Federation to meet in their cities make public announcement of their intentions at the first Federation meeting of each session.

Sixth—A new by-law authorizing the president of the Federation to appoint a ladies' introduction committee of six members.

Seventh—The appointment of a committee to urge upon the Advisory Council the importance of changing the by-laws so that the president of the Federation should be elected for two years, instead of one.

Eighth—The adoption of a by-law providing for an honorary membership and the retirement of all those sixty years old or over from the active membership.

Ninth—A new by-law providing for the selection of the place of meeting before the election of officers, etc.

Tenth—The consolidation of two of the present sections or the discontinuance of at least one.

Eleventh—A new by-law requiring outgoing officers of the Federation and the sections to turn over to their successors all property of the Federation, with a penalty for failure to do so.

Twelfth—A new by-law requiring each of the sections to place in the hands of the presiding officers of the Federation and all sections a copy of its constitution and by-laws, as well as its permanent resolutions and standing rules.

Thirteenth—The adoption of a resolution authorizing the president to appoint, or the Federation to elect, a committee to report upon the selection for the coming year of a capable worker to carry on the demonstration feature exploited at this convention for the first time, and to take charge of the exhibit room.

The president's message also specifically thanked the various professional magazines, such as *THE PENMAN'S ART JOURNAL*, *The Gregg Writer*, etc., for the free advertising space given to the Federation and the convention during the past year, and recognizing the fact that the demonstration was first suggested by W. H. Gleazen, of the Smith Premier Typewriter Co. Specific mention was also made of the fact that the typewriter companies, the Gregg Publishing

Co. and others, who had taken advertising space in the programme at the rate of fifty dollars a page, had waived their privilege of demonstrating before the convention.

The president appointed four committees of three members each to consider his recommendations.

When the Advisory Council was called upon to report upon its deliberations of the morning session, and attempted to recommend—first, that the exhibit rooms be allowed to remain open during all the sessions; second, that the constitution be amended to provide for a new section of the Federation, to be known as the National Congress of Commercial School Associations, to be composed of delegates from each of the various associations of the country on the basis of one delegate for every fifty members; third, that the employment bureau should be conducted by the Federation, and not by one of the sections; fourth, that all sections adopt a uniform style of stationery; fifth, that the by-laws be changed to provide for the approval of bills by a majority vote of the general executive committee (such vote to be held by mail monthly).



M. H. LOCKYEAR,  
PRESIDENT OF THE FEDERATION FOR 1909.

ly), instead of by the chairman of the executive committee—precipitated a parliamentary tangle similar to the one which caused so much dissatisfaction and complaint at Pittsburg last year. Over an hour was consumed by motions and amendments and counter motions and substitutes, arguments by the Chair and various members, appeals and technicalities. Finally the entire matter was disposed of by being referred back to the Advisory Council for further consideration, and the unpleasant mix-up was ordered stricken from the records. The secretary reported the enrollment to be 588, as compared with 400 for last year.

On Tuesday afternoon the meeting was opened by an address on "Psychology Applied to Business Branches" by A. F. Sheldon. In his remarks Mr. Sheldon explained that the meaning of education is to "elude," or draw out, instead of to fill in, and that this is done by exercising the faculties rather than by cramming the head full of facts. He said that salesmanship in the abstract is the art of persuading people, and from this step went on to explain the great law of the duality of our natures. He showed that light has its dark-

ness, heat its cold, love its hate, etc. He said there were fifty-two constructive and upbuilding success qualities and fifty-two negatives of them. His thought was that the power to persuade springs from the development of these positive qualities, and that our present educational system, instead of developing the positive qualities of ability, reliability, endurance and action—the A-R-E-A—has centred almost entirely upon developing the ability of the mind. He made the point that all educators must go deeper than we now do if they are to have a lasting influence on the lives of young people in their charge.

The demonstrations which were to have been given by various advertisers on the programme went by the board, with the exception of those of the Underwood Typewriter Co., the Writer Press and the Burroughs Adding Machine Co. The talks of the Underwood and the Burroughs companies contained little or no reference to their own specific machines, while the Writer Press demonstration was more in the nature of a technical explanation of the scope of the machine. Although these demonstrations were ended much in advance of the time scheduled for the close of the meeting, and although they were interesting in the main, there was hardly more than a handful of members or visitors present in the hall to listen to the speakers. The exhibit room, on the other hand, was so crowded during this entire time as to be uncomfortable.

On Tuesday evening it was attempted to hold the meeting of the Congress of Commercial Teachers' Associations, which was called by President Miner, who planned to preside and to present to the congress a series of eight or ten recommendations calling for action on the part of the delegates. Unfortunately, however, considerable difficulty was experienced in determining the exact status of the congress and powers of the delegates. Finally it was decided that the meeting was not a part of the Federation's proceedings and that President Miner be elected chairman. Thereupon the president submitted the first of his recommendations, viz.: That the commercial schools of the country institute the feature of military training and instruct their pupils in the use of arms, etc. Although this proposition was spoken favorably of by a number present, including Enos Spencer, F. E. Lakey and F. O. Carpenter, the prevailing sentiment was against it. H. L. Andrews, "Uncle Robert" Spencer, R. H. Peck, C. C. Gaines and G. W. Brown spoke against the suggestion. Mr. Brown's remarks were greeted with considerable amusement as he recounted the story of how a military company which he once organized caused so much disturbance in the town streets that the entire company was "gobbled up" by the police for disturbing the peace, and thereafter "ceased to be military."

The second recommendation, dealing with the elimination of the fake business college and misleading school advertising, received even more attention and discussion. H. L. Andrews quite frankly recounted his experiences with competitors of this kind, and several spoke for Federal or State Control of private business schools. On motion of Miss Gertrude O. Hunnicutt, a committee was appointed to urge the project of identifying private business schools with the educational systems of the various States, and to solicit aid from several



R. C. Spence



J. F. Fish



W. N. Ferris



Enos Spangler



H. E. Read



F. E. Ladday

State Legislatures in the way of legislation designed to minimize the objectionable features of fraudulent schools.

At this stage of the proceedings it was taken for granted that the assembly was, after all, a meeting of the Federation, and thereupon a motion to appoint a committee to consider the question of the establishment of a Summer training school for teachers was carried. The committee was later authorized to act in conjunction with the Chautauqua institution, and to hire teachers and take any other steps which might be necessary or incidental to the establishment of a Summer training school for teachers during the coming year.

The Federation meeting scheduled for Wednesday morning, at 11 o'clock, consisting of two demonstrations, was not held, owing to the fact that the section meetings had been allowed far too little time for their proceedings and had been unable to finish their programmes. Consequently the next meeting of the Federation was that of Wednesday afternoon, at which the first speaker was W. N. Ferris, whose topic was "Efficiency." He urged that business college teachers get in touch with men and women in other lines of work, and especially in other lines of educational activities. He said that the teacher who fails to keep in touch with men and women in various lines of activity ceases to live. He also urged teachers to secure adequate preparation for their work and emphasized the need for a broad and deep general education. He said that the study of the mind is quite as important as the study of the things we teach. One of the things which the speaker emphasized was the importance of providing suitable equipment in the business schools to insure the physical well-being of the pupils. He declared that good air and clean surroundings were vitally important. Entrance requirements for pupils were advocated, and the turning away from the business school of the poor material was insisted upon. In emphasizing the need for efficiency Mr. Ferris declared that, although the business college teacher was the most efficient class of his kind, nevertheless we all have one thousand times the power we use, and that many of us are still asleep. We must cover less ground, if necessary, but cover it more thoroughly in order to make our pupils more efficient. One of the most important things we have to teach our boys and girls is how to study. Don't wait until the bell rings to assign a lesson, but explain in detail how it is to be mastered. Insist upon an adequate discipline as a means of efficiency.

The address on "Higher Education as a Preparation for Business," by J. S. M. Goodloe, Columbus, Ohio, was one of those unfortunate papers which make good reading, but do not seem to be suited to oral delivery. The speaker could hardly be heard at any point in the hall, and those of his remarks which were audible to his small audience seemed to deal exclusively with points connected with the teaching of bookkeeping and higher accounting. Mr. Goodloe's scholarly paper will have to be read in the published report to be appreciated.

It was unfortunate that R. H. Peck, Davenport, Iowa, did not have a better audience for his very valuable paper on "The Practical Value of Psychology in Commercial School

Teaching." Mr. Peck had a message for commercial teachers which should have been heard by every one present. The speaker said that the thing which had hindered the study of psychology most was its name, which means nothing to the average individual. If we called it mind study it would receive a great deal more attention and would be more thoroughly appreciated. Mr. Peck said that the business man must eventually come to understand psychology and that the school manager could make practical use of it. He disclaimed any intention of urging the study of psychology in business schools to the extent of installing scales for weighing the energy required to produce a thought, but insisted that it was possible for the business school to teach practical psychology, and especially as applied to advertising and salesmanship. He thought that out of a large enrollment a class of fifty or more could easily be formed for the study of this subject, and that the addition of this study to the curriculum of the business school was its chief hope of salvation.

As soon as the business part of the programme was reached the many members who had been devoting themselves to the exhibit room and the corridors trooped in to take part in the election and other proceedings, so that the number present was greatly increased. The first item of business was a report by Miss Hunnicutt, as chairman of the Committee on Simplified Spelling. This report—which was one of progress and which related to the accomplishments of the spelling reformers, and which advocated the use of the simplified spelling in the Federation reports, etc.—caused a little discussion, somewhat similar to that of last year, which resulted in the speakers being allowed to submit their papers for publication in such spellings as they chose. The final outcome of the incident was that the official editor (Parke Schoch) was instructed to confer with Miss Hunnicutt's committee (which was made permanent) in the publication of the report.

The various committees on the recommendations of the president, as set forth in his address, reported their conclusions. In accordance with the understanding reached at the first session, these reports were referred to the Advisory Council without discussion. An attempt was made to go back to the old "college plan" of electing officers, which was knocked out by the present democratic plan a few years ago, but this effort was promptly defeated by Carl Marshall, who pointed out the fact that no change in the constitution could be made without a year's notice.

The recommendation of the Shorthand Section to the effect that each section receive an appropriation of fifty dollars at the beginning of each business year for incidental expenses was referred to the Executive Committee after some discussion.

On recommendation of the Advisory Council, the Federation instructed the treasurer to pay \$515.42 of the \$1,100 which President Miner had charged to the Federation on his expense account, but which the chairman of the Executive Committee had refused to approve, on the ground that the expenditures had not been authorized and were not properly chargeable to the Federation. This compromise seemed to be



Jerome B. Howard



Miss Gertrude O. Hunnicutt



H. O. Keesling



T. W. Bookmyer



W. I. Tinus



W. D. M. Simmons



H. M. Rowe



H. T. Loomis



John R. Gregg.

entirely satisfactory to all concerned, and disposed of what threatened to be a very unpleasant incident.

The treasurer reported \$1,591.31 on hand May 1, \$1,296.47 paid out, \$29.60 interest received, leaving a balance of \$313.03 before adding the receipts of this meeting or paying the bills already approved by the proper authorities.

When nominations for the place of the next meeting were called for it was thought that Denver was trying to sustain its reputation as a convention city by inviting the Federation to meet there next year, but it was soon discovered that the telegram which the president read was an invitation to the Federation members to attend the sessions of the N. E. A. next July. Louisville, Kentucky, proved to be the only candidate for the honor, and was therefore unanimously selected for the place of the next meeting. Thereupon the election of officers was taken up, with the result that M. H. Lockyear, Evansville, Ind., was unanimously chosen President; Miss Hunnicutt, First Vice-President; W. I. Tinus, Second Vice-President, and C. A. Faust, Treasurer.

The informal social on Wednesday evening, in the Board of Trade rooms, was one of the most successful affairs ever held at a convention and was better attended than the formal banquets of past years have ever been. The simple buffet luncheon, with its absence of delay and painfully formal courses, to say nothing of its costing only fifty cents, was an agreeable change. The entire affair was arranged by and was in charge of the Executive Committee and the Indianapolis school contingent. Practically all the members in attendance at the convention were present, and all voted the evening a most happy and enjoyable one. G. W. Brown was in an unusually jolly frame of mind and made a delightful "ringmaster." S. C. Williams, Rochester, N. Y., was the first speaker, responding very wittily to the toast: "The Eastern Commercial Teachers' Association." He was followed by Miss Elizabeth Van Sant, Omaha, Neb., who delivered the friendly greetings of the Central Commercial Teachers' Association and compared its meetings to the very informal and sociable family reunions which are a feature of Western life. W. W. Dale, Janesville, Wis., spoke for the Wisconsin association, and J. D. Brunner, Indianapolis, responded appropriately on behalf of the Commercial Teachers' Association of Indiana. A. D. Wilt, Dayton, Ohio, was called upon for some impromptu remarks about the Ohio association. A pleasant intermission was had, followed by the "congregational" singing of "Maryland, My Maryland," from the old song books that had been provided for the occasion.

When the programme of responses was resumed, Mrs. Josephine Turek Baker did a monologue "turn," and also recited in her own inimitable manner a short selection which was said to be one of her original compositions. Then W. C. Smith, Winona, Ind., discussed the teaching of English.

Harlan Eugene Read's tribute to "The Old Guard" was much appreciated. Mr. Read deprecated the suggestion that the sixty-year-old members of the Federation be "Oslerized," as advocated by President Miner, and paid tribute to the venerable leaders of the cause of commercial education. He said that we couldn't spare "Uncle Robert" because he is

too weighty a man, that we couldn't spare "Uncle Enos" Spencer because then there would be nobody to lay the motion on the table, etc., that we couldn't spare Uncle Enoch Miner because then we wouldn't have anybody to tell us the error of our ways, and that we couldn't spare Uncle Carl Marshall and his protesting head of hair. Uncle Robert responded to the sentiment "The New Recruit" by telling some of his reminiscences, and also some excellent stories. He said: "It is a great thing to get the confidence of the young man, to win his heart and to realize that through him you are to live—your influence, your power, your aspirations, your hopes, your future—it is the greatest and noblest of inspirations." The programme was closed by a reading by Mrs. A. E. Elliott, Cincinnati, entitled "The Going of the White Swan," which was much appreciated by all present. "Hoosier punch" was served during the intermissions.

The Thursday afternoon session of the Federation was advanced to noon and was held in the shorthand section rooms, immediately after the shorthand section had adjourned. The only demonstration feature presented was that of the H. M. Storms Company, by H. B. C. Van Note, on the history and use in schools of ribbons and carbon paper. It proved to be a very interesting talk and full of practical value to every one present, and was probably the one demonstration which in any degree vindicated the demonstration feature experiment. Mr. Van Note told many interesting things about the early history of the writing machine and ribbon, and explained that the typewriter was at one time threatened with failure because a suitable ribbon could not be secured.

The stellar item on the programme, however, was the talk by the inimitable Kimball on "Where King David Made a Mistake." It was well worth hearing, and entertained and delighted Mr. Kimball's auditors even though it made many of them wince. After telling how Bre'r Rabbit got his tail, Mr. Kimball recounted how King David decided to emulate the illustrious example of Cortelyou and investigated the business college proposition—only to be so disgusted with business college advertising as to exclaim: "And in my haste I said: 'All men are liars!'" Mr. Kimball's point was that David made his mistake in inserting the first six words. He also took occasion to deprecate the bickerings and unpleasantnesses which had crept into the proceedings of the Federation, and declared that if the Federation was designed to exploit the personal ends of interested individuals it was a success, but that if it was intended to promote the cause of commercial education, etc., "its clothes do not fit it." Adjournment was then had.

The appointment of the following executive committee for the new administration was then announced: Chairman, Enos Spencer (Business Managers), J. D. Brunner (Business Teachers), H. O. Keesling (Penmanship), Jerome B. Howard (Shorthand), J. T. Gaines, Louisville (High School).

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## NATIONAL BUSINESS TEACHERS' ASSOCIATION

The first session of the National Business Teachers' Association was held Monday evening, December 28, 1908, with President M. H. Lockyear in the chair. In his address Mr. Lockyear pointed out the fact that reports from business schools in various parts of the country seemed to indicate that they had enjoyed good patronage in spite of the business depression of the previous year. "Among most classes of people an education is now considered a necessity and is desirable whether business is good or bad." He also called attention to the fact that a business education is an education for service and that without the trained help rendered by bookkeepers, clerks, stenographers and other employees, business would be paralyzed. Speaking of the work of the business teacher, Mr. Lockyear said: "Every business teacher should be a dynamo of business enthusiasm and business integrity. The live teacher should stand for something besides scholarship. . . . The greatest compliment which can be paid to the memory of any teacher is to have it said that he taught and lived the truth."

A. F. Harvey, Waterloo, Iowa, read a most excellent paper on "Some Things a Business College Should Teach Besides Text Book Matter." Mr. Harvey said: "The business world is constantly on the lookout for young men of integrity, men of strength, strength of character as well as of mind; men of high moral character, character that will not fail in the crucial tests of the business world."

A few of the things which Mr. Harvey would teach outside of textbook matter are that business means hard work and that it takes hard work to prepare for a business position; self-reliance, concentration, stick-to-itiveness, integrity, morality and, in conclusion, teach young people not merely to work for some one else, but to become business men and to manage business affairs.

The next number on the programme was a paper by A. R. Brown, Chicago, "A Commercial Education vs. a Literary Education." Mr. Brown said in part: "I would rather have a good grammar school education supplemented by a liberal commercial education and have all the opportunities open to me in the world of commerce than be the son of a rich man and a graduate of Harvard with limited opportunities. What is a business education? In general it is the scientific training of young men and young women in the art of conducting intelligently and successfully the affairs of the business world. Specifically, it is the training of young men and young women to analyze, classify and group business transactions so as to show at a glance the complete status of a business, to write and transcribe shorthand, to use the typewriter, to write and conduct business correspondence, the fundamental principles of commercial arithmetic and commercial law, rapid calculation, practical penmanship, commercial geography, business methods, customs and records, elementary economics, business ethics and government." The speaker contended that such an education gave a better preparation for business than a purely literary education supplemented by experience.

"How I Teach Bookkeeping to Beginners" was discussed by J. E. Williams, Youngstown, Ohio. It would be impossible in this limited space to go into details as to his methods of teaching this subject, but in general it is to give the student a foundation in the study of bookkeeping and accounts broad enough so that he may develop into an accountant. The student upon leaving school should be able to draw up all the ordinary commercial papers. Mr. Williams said that from a large number of his students he did not recall one who had lost out from lack of ability to post to the ledger and make entries, but that they had lost out because of inac-

curacy and inability to take care of details. This part of the work should be emphasized and the why as well as the how should be taught.

This paper was discussed by A. F. Harvey, Waterloo, Iowa, and E. E. Gaylord, Beverly, Mass.

The first number on the programme of Tuesday morning was a paper by R. J. Bennett, Detroit, Mich., "The Study and Practice of Accountancy." Mr. Bennett said: "The accountancy profession is rapidly advancing to the front and will some day take its place along with medicine and the other professions. . . . I do not want to discourage commercial teachers, for they are doing good work, but they can improve themselves very materially. There are very few men in the commercial school work who have won distinction as accountants; there are very few who have passed the C. P. A. examination in the States. I believe there should be more." Mr. Bennett went on to say that if more teachers would qualify as accountants they would not only have all the work they could do outside of school hours, but they themselves would become broader, would enjoy their work more, and would be of more value to their school and community. He advised teachers to get in touch with the systems of accounting in use in large business concerns and to learn all possible about the blanks, records, etc., used in connection with such systems.

"Should Commercial Geography Have a Place in the Curriculum of the Commercial School?" was the next topic on the programme. It was presented by Frank O. Carpenter, English High School, Boston, Mass. Mr. Carpenter said that he did not like the term commercial geography; that it was a science of commerce of which geography was only a part. "The science breaks up into four divisions: commercial productions, the things that a man makes, needs and uses; transportation, the way in which men buy and sell; lastly, commerce, in its proper place, a study of the different nations of the world, what they produce, what they use, how much surplus they export and how they compete in the markets of the world for the world's trade." Mr. Carpenter contended that such knowledge would make a boy or girl more valuable to a business man.

Earl Tharp, of Wood's School, New York, was unable to be present, but his paper, "The Commercial Graduate, Worthy or Worthless, Which?" was read by his brother, Bert Tharp, of Chicago. Mr. Tharp said in part:

"The business man might be pleasanter to-day and might greet you with a broader smile next week if you could have placed a trade mark upon your product more like Washburne-Crosby's Gold Medal Flour or like the pure food labels on the 57 varieties of pickles." He also said that it was the business of a convention like the one assembled to devise ways and means whereby the commercial graduate might steadily become more useful and more worthy.

"Factors in the Effective Preparation of Commercial Teachers," was presented by S. C. Williams, Rochester Business Institute, Rochester, N. Y. Mr. Williams said in part: "The successful teacher of the commercial branches must be a specialist trained for the particular work he is to do. His teaching must be clear-cut and definite. He must produce results because his students must go out and immediately begin to produce results for themselves or their employers. He must be able to reduce his theories to practice so that his students learn to do as well as to know how. The trainers of this teacher must therefore from the outset work with the purpose of making him a good executive, and if they cannot do this for him in the schoolroom it would be better for them to advise him to take actual training in a good business office at small pay or no pay before recom-



R. C. Cottrell



Charles M. Miller



F. H. Bliss

mending him to try to teach the commercial subjects." In speaking of the value of the study of psychology in the preparation of the commercial teacher Mr. Williams said: "If for no other purpose than to aid the teacher in his government, specially in teaching him to control himself and thereby set the proper example to the students who are to go out from his classes to try for positions in the business world where self-control will be of prime importance, the commercial teacher should be a student of psychology."

At the joint meeting of the Private School Managers and the Business Teachers' Associations, Wednesday morning, W. N. Ferris, Ferris Institute, Big Rapids, Mich., gave an unusually suggestive and practical address on "The Value of Morning Exercises in the Commercial School." At the beginning of his address Mr. Ferris said that he was well aware that many business school teachers were not in favor of such exercises, on the ground that there was not time, but if any such teachers were present they certainly must have been converted from the error of such an idea by the address.

Mr. Ferris said that he did not believe the usual religious exercises were the thing for the business school; that he did not wish to be understood as speaking against religion, but that the tendency of the perfunctory religious exercises sometimes conducted in schools was to weary those who sometimes had plenty of such things at home, and to turn those who did not have them in their homes further away from religion by failing to arouse interest. Mr. Ferris then went on to describe the exercises which he conducts in his own school. One of the first essentials of exercises which are to interest and help students he believes to be lots of music. Next he has read before the school selections from good books or sometimes whole books, read serially. He then gave a list of books which he had used with success in his school and said that any one who cared to have his list could get it by handing or sending to him his name and address.

In this part of the exercise much depends upon having a good reader. By good reader, he said, he did not necessarily mean the trained reader, but the person who had a feeling and love for books and what he was reading and could make his hearers feel it. He thought that almost any large school would have at least one good reader on its faculty. One of the mistakes made by those conducting such readings is that they are afraid of getting things too simple. He then described with what success Little Lord Fauntleroy was read before his school. After reading about 150 pages of the book, he put it aside. The next day he received a petition from the students to have the readings from it continued. Mr. Ferris contends that the boy or girl must learn to love books in the home or school, not in the libraries, and that by reading good books in the school the young people often come to him to find out where they can get other books of a similar nature to read by themselves. Some of the books which Mr. Ferris has found particularly successful are Ernest Thompson Seton's stories of animals, "Widow O'Calligan's Boys," "The Man Who Didn't Know Much," "Just About a Boy," "Courage and Youth," by Charles Wagner: "Investment of Influence," "Story of My Life," "Making of an

American," and many others covering a wide range of subjects. He also makes it a practice as often as possible to have prominent men and women talk before his school, but before their arrival he reads either their biography or some of their works so that the pupils may know something of the life and work of the speaker. Among these have been Booker T. Washington and Maud Ballington Booth.

In the discussion of this subject which followed, Mr. McVille said that in his school, instead of having morning exercises, they had noonday musical exercises. Mr. Byrne, of Tyler, Tex., explained at some length the exercises in his school, which are of a distinctively religious nature. Mr. Gaylord said that in the Beverly High School exercises are conducted in each room which, on his part, at least, consist of readings from the Bible, emphasizing the literary portions especially. Others who took part in the discussion, all agreeing as to the value of such exercises, were Mr. Wilt, Robert Spencer, H. L. Andrews and O. L. Trenary.

In his paper, "The Advisability of Students Completing Both the Bookkeeping and Shorthand Courses," P. S. Spangler, Pittsburg, Pa., explained how the combined course is desirable from both the pupils' and proprietors' standpoint. The point which caused the most discussion in this paper was that the double course is profitable to the proprietor, as frequently pupils secure positions before completing the entire course, leaving unused tuition. Enos Spencer led the discussion on this point, maintaining that under such conditions tuition should be refunded.

H. B. Brown, president Valparaiso University, Valparaiso, Ind., made a rather informal talk on "Some Elements Which Contribute to the Thoroughly Desirable Teacher," in the course of which he said that he felt that a person could not afford to go through life without a commercial training. He considered the first element of a desirable teacher to be that he should know the road over which he leads his pupils and that he should know where he is going to take the pupils on this road.

E. E. Gaylord, Beverly, Mass., read a most excellent paper on "Uses and Abuses of Teachers' Agencies." Mr. Gaylord's treatment of this subject was so impartial and so full of valuable suggestions to all who now use or who might with profit use a teacher's agency, whether school superintendent, proprietor or teacher, that it is unfortunate that all the members of the Federation could not have heard it. A few of the uses of the agency pointed out were that under proper management the agency brings supply and demand together; that the manager of an agency, from long experience, is better able to make a decision as to the best teacher for a given position than a more inexperienced school manager or superintendent; that the agency is a depository for reliable information regarding teachers and positions that could not be obtained elsewhere, and that the agency fits into modern life as it divides labor. Among the abuses were the failure to give definite information as to the requirements of a position seeking a teacher and teachers failing to keep in touch with the agency by neglecting to give changed addresses or failing to notify the agency when located.

J. M. Niswander, Central Normal College, Danville, Ind., gave the first paper of the closing session of the Business Section on "School Discipline." Some of the objects of school discipline should be character training, self-government should include moral training and training of the will to act habitually from high and worthy motives. Some of the methods of obtaining these results Mr. Niswander considers natural aptitude on the part of the teacher, careful preparation and good scholarship, the elements of self-control within the teacher, who should cultivate evenness of discipline and should not use scolding, nagging, sarcasm or ridicule.

This paper was discussed by G. W. Brown, Albert Jones, A. H. Perry, Pittsburg, Pa.; George H. Walks, Evansville, Ind., and J. B. Williams, Youngstown, Ohio.

As Mrs. J. M. Niswander had not been present at the Monday session, her paper, "How I Interest My Students in Commercial Law," was given at this time. Mrs. Niswander considers it a mistake to hire young lawyers as teachers of commercial law, as frequently they are not teachers. The teacher should bear in mind in this work that he is not to make lawyers, but is training young people going into business to transact ordinary business intelligently and correctly. The speaker said that the teacher must be interested in her subject if he is to make it interesting to his pupils, and this is evidently the keynote of Mrs. Niswander's success.

Mrs. Josephine Turck Baker, editor Correct English, Evanston, Ill., read a paper on "Grammar, a Vital Essential in the Correct Commercial College Course." Some of the points made by Mrs. Baker were that one of the best things in the equipment of a young person going into business is the ability to use correctly his mother tongue, and that his chance for success is small if he shows by his speech that he has associated with uneducated and illiterate people. She advised commercial English teachers not to attempt to cover the whole field of grammar in the short time at their disposal, but to specialize on the most important parts.

In discussing this paper G. W. Brown said that the best salesmen he had known were not generally good grammarians, but that success in almost any line of business was sure to develop a forceful, correct and clear language.

The election of officers resulted as follows:

President, Albert Jones, Richmond, Ind.; Vice-President, Mrs. Laura C. Niswander, Danville, Ind.; Secretary, J. B. Williams, Youngstown, Ohio. Advisory Council: W. S. Ashby, Bowling Green, Ky.; G. H. Walks, Evansville, Ind.; J. M. Niswander, Danville, Ind.

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#### NATIONAL SHORTHAND TEACHERS' ASSOCIATION

The National Shorthand Teachers' Association meeting opened on Monday night in the study hall of the Shortridge High School, Indianapolis, with an attendance of about fifty members, and with President Raymond P. Kelley in the chair. After the invocation, the presidential address was read. In it Mr. Kelley recommended that the Association request the Federation to place a small sum of money in the hands of its officers at the beginning of the next business year, so that the incidental business of arranging a programme and securing members might go forward immediately without waiting for the action of the Federation. He also urged that the employment bureau feature be transferred to the Federation so that it might be made more effective, urged strongly the importance of getting and keeping on the rolls of membership all of the shorthand teachers in the country, and said that he wished to sound what he hoped would be the keynote of the convention in expressing the wish that every one present might have a good time, get acquainted, and do his share toward making the meeting successful.

Several new features were in evidence from the outset, among them the use of a small ticket to be pinned on coats and dresses of members bearing the words "I am \_\_\_\_\_ Who are YOU?" which, when filled in with the name of the proper member, constituted an introduction to the other members; the distribution of some succinct suggestions for facilitating the discussions and proceedings; the presence of an official shorthand reporter (F. H. Gurtler, Chicago) to report the proceedings verbatim, and the persistent and

comprehensive effort that was made to secure as many members as possible. The secretary reported that as a result of the activity of the present administration the advance enrollment was larger than ever before, his books showing a membership of 71 paid members at the opening of the meeting. The report of the vice-president on the work of the employment department emphasized the president's recommendations for its being transferred to the Federation.

L. P. Bettinger, Lockport, N. Y., discussed "The Correlation of Shorthand and Typewriting and the Production of Accurate Transcripts," and in his remarks said there should be harmonious conditions in the teaching of these sciences; that a logical presentation was desired and that accuracy and a proper understanding of the subjects in their early stages were important. He also praised repetition work and drill for its value in fixing the principles graphically in the mind and for its developing accuracy. The subject was discussed briefly by H. A. Hagar, Gregg School, Chicago, who does not believe in the plan of no dictation in the theory stages, but who relieves the monotony of copying shorthand exercises by dictating them occasionally. Miss Mann, Tyler, Tex., also spoke on the subject.

The paper on "Latter Day Tendencies in Shorthand Writing and Their Significance to the Teacher and Pupil," which was to have been read by Clyde H. Marshall, Chicago, was read by Mrs. S. H. East, Indianapolis, as Mr. Marshall did not attend the convention. In his paper Mr. Marshall said that there was a strong demand for better stenographers than the schools have been turning out and intimated that the schools were creating an oversupply of poorly trained office workers. He said that to spend five or more years in the office as a stenographer before attempting reporting, etc., was to waste that much time; that some of the stronger tendencies he observed were stricter adherence to basic principles and the elimination of the mass of arbitrary contractions and outlines. He laid stress on the knowledge of the principles. Discussion was held over until the next session.

On Tuesday morning Mr. Marshall's paper was discussed by Frederick J. Rose, Chicago, who took issue sharply with Mr. Marshall on many points. He thought that many of Mr. Marshall's statements had been made without a thorough acquaintance with conditions as they exist and that some of such statements might mislead the teachers. He denied that the introduction of the phonograph into the reporter's work had promoted fluency in reading and said that in England, where the reporters in the early days had to dictate to two and four longhand amanuenses the reading of notes reached its highest point of fluency. Mr. Rose also said that there were fifty shorthand experts in England to one in this country. Further discussion of the topic was indulged in by Garnett Ray Hall, Port Arthur, Tex.; H. L. Andrews, Pittsburg, and others. John R. Gregg contradicted Mr. Rose's assertion about the number of expert writers in England, as one thoroughly conversant with the teaching conditions in that country, and asserted that where there is one failure in this country in shorthand there are 100 in England; that the standard of teaching is not up to ours and that they are

(Continued on page x.)



J. D. Brunner



L. A. Arnold



Raymond P. Kelley



GROUP PHOTOGRAPH TAKEN AT THE MEETING OF THE NATIONAL COMMERCIAL TEACHERS' FEDERATION, INDIANAPOLIS

#### CALIFORNIA SCHOOL MEN AT SAN FRANCISCO

Pacific coast business educators closed the old year with a well attended convention at Heald's Business College, San Francisco, where the Business Educators' Association of California met on December 28, 29 and 30. This association, under the President, Edward P. Heald, had made thorough preparation for a strong and interesting programme, and the convention was one of the most successful ever held in the West.

After an informal reception at 9 o'clock Monday morning, the President opened the meeting with an address, which was followed by Mayor E. R. Taylor, with a welcoming speech, to which a number of happy responses were given. During the forenoon there were several other addresses and the office equipment demonstration.

Following an informal reception at 2 in the afternoon, the programme opened with a paper by J. W. Nixon, of Heald's San Jose Business College, on "Standard of Graduation, Shorthand and Typewriting," and discussion by various teachers of that branch. Other papers were read on "Standard of Admission to Office Practice Department," "Standard of Graduation, Commercial Department," and "Shorthand Proficiency," all carefully prepared and full of interest and profit to those present. In the evening the managers, wives and teachers of the San Francisco Association gave a reception to the managers, wives and teachers of the State Association.

The second day, Tuesday, opened with an informal half-hour reception, and was followed by a number of interesting papers, one of which, "How May We Hold Our Pupils Until They May Be Graduated," is of interest to all school managers. The paper was by A. W. Dudley, manager of Heald's San Francisco Business College.

"Class Versus Individual Instruction in Teaching Book-keeping" was discussed by several competent teachers, and the office equipment demonstration which followed gave place to the Teachers' Round Table, in charge of I. N. Allen, of the Polytechnic, at Oakland; Miss Jennie Ream, of the Metropolitan, San Francisco, and O. E. Robinson, of Heald's, San Francisco. The feature of the third day, aside from the banquet, which started at 7:30 in the evening, was a discussion of great interest to all school proprietors on "How May We Improve Our Schools?"

The Western business educators were more fortunate than others further East, in securing favorable railroad rates, re-

turn tickets being sold to returning delegates at one-third fare. The Association is intended to interest, not only California school men, but those of Washington, Oregon, Nevada and Arizona as well.

#### LETTERS OF APPRECIATION

Dear Mr. Healey: In the death of our good and dear friend, Warren H. Sadler, the cause of business education has lost one of its most loyal, faithful and useful members. During his long and useful career he always took an active interest in our profession and did much to elevate and dignify the work he loved so well.

Those who knew Professor Sadler best, loved him most. He was a big-hearted man with a lovable disposition. Many are the acts of kindness he has bestowed upon others, and there are a host of friends who will greatly miss his help and counsel.

It will be gratifying to the profession to know that the excellent school, so well and favorably known, of which he was the head for so many years, will continue its good work. Mr. Sadler's eldest son, Fairman A. Sadler, who has been the active and successful manager of the school for a number of years, will continue in charge, and we bespeak for the institution a continuance of the high-grade work for which it is characterized. Sincerely yours, E. H. NORMAN.

Dear Sir: Before your letter of the 9th was received I had learned of the death of Mr. Sadler with much regret.

He has been a warm friend of mine for many years, and his death is a personal loss to me. He was one of the very few men remaining who can rightly be called pioneers in our line of business, and I deplore the day when they shall all be gone, for I dearly reverence them all.

Yours respectfully, CHAS. M. MILLER.

#### NEW SCHOOLS AND CHANGES

A new business school has been opened by the Remington Typewriter Company in Toronto. This is a departure from the policy of the company, so far as North America is concerned, although following a custom long ago inaugurated in all other foreign countries. The Remington organization now conducts business schools in England, Scotland, France, Germany, Italy, Sweden, Russia, South Africa, India, Australia, etc. In these days of chains of schools it is interesting to know that the Remington people have by far the larg-



DECEMBER, 1908. THIS PHOTOGRAPH WAS TAKEN ON THE STEPS OF THE FAMOUS SOLDIERS AND SAILORS' MONUMENT.

est number of schools controlled by a single interest. T. F. Wright, who has been chosen to direct the new school, is one of the best known of Canadian commercial educators, and has been engaged in this work for the past fifteen years. The shorthand department will be under Charles E. Smith, and with two such men directing the work of the Remington Business College there can be no question as to its successful future.

Fred L. Dawson, proprietor of Dawson's Business College, Fitchburg, Mass., opened another school under the same name at Leominster, Mass. Mr. Dawson was a court reporter before taking up business college work. He is a clear-cut, energetic young man and a credit to the school fraternity.

C. B. Post, of the Worcester, Mass., Business Institute, recently purchased the goodwill and furniture of the Worcester School of Commerce, formerly owned by P. H. Landers. Mr. Post reports a large attendance.

J. R. Anderson, principal of Brown's Century Business College, St. Louis, has purchased Barnes Business College, of which for many years Mr. Anderson was principal. The two schools are to be consolidated under Mr. Anderson's management.

Rolland Helman, Ft. Wayne, Ind., has purchased a school at Alton, Ill.

"You may depend upon me as a life subscriber to The Journal. I cannot afford to be without it."—J. E. Hutchingson, Denver, Colo.

"The Journal for this year is a dandy."—E. J. Goddard, Bridgeport, Conn.

#### NEWS OF THE PROFESSION

E. H. McGhee writes that the Steward & Large Business Institute, of Trenton, N. J., started the new year with eighteen pupils, and many more came in during the month. Under the new management the school seems to be even more successful than it was under the old.

A recent issue of the "Nashville Tennessean" has a cut of W. D. M. Simmons, secretary and treasurer of Draughon's Practical Business College Company, who was elected president of the National Shorthand Teachers' Association at the recent meeting in Indianapolis. From the pleasant comment made by the "Tennessean" we can readily believe that Mr. Simmons is held in very high esteem in his home city.

At the dinner of the North Carolina Society, of Baltimore, held in December at the Hotel Rennert, E. H. Norman, of the Baltimore Business College, proved his capacity to act as toastmaster in the presence of such men as General J. Franklin Bell, Chief of Staff, U. S. A., and Dr. George T. Winston, former president of the University of North Carolina, with great credit to himself. The "Baltimore Sun" refers to Mr. Norman as a witty speaker, and the "American" uses his picture in connection with its description of the banquet. No man is doing more than Mr. Norman to prove that business educators may merit a place among the leading men of the community, for he is one of the leaders in all the activities of Baltimore.

Another penman to go abroad is J. E. Soule, the well-known Philadelphia engraver and illuminator. He left New York on the 9th of January, and will be away for several months, visiting England, France, Italy and Egypt. Anyone who knows Mr. Soule's capacity for getting the best out of things will appreciate the great value he will derive from such a tour, both from a mental and a material standpoint.

*Pitman's Journal*, New York, has issued a very attractive little booklet of 24 pages, entitled "International Shorthand and Typewriting Contests," giving information relative to speed contests held during the last three years in this country.

A recent issue of the Freeport, Ill., *Daily Journal*, has, on the first page under the heading of "Freeport Men of Affairs," a cut showing the home of the Freeport College of Commerce, with picture of its principal, J. J. Nagle. This indicates that Mr. Nagle stands well in the estimation of the business men of his city.

J. W. Westervelt, well known throughout this country, as well as Canada, as an efficient commercial school man, has been elected chairman of the Board of Education of London, Ont. Mr. Westervelt has been an efficient and painstaking trustee and will give to the affairs of the Board of Education the same attention he has given to those of the Forest City Business College.

Among his other activities, F. E. Lakey, of the Central High School, Boston, now numbers that of editor of the *Central Evening High News*, a bright little publication published by the students of the Central Evening High School.

After an absence of two and a half months, E. M. Huntsinger, President of Huntsinger's Business School, Hartford, is back in the office. Mr. Huntsinger has been traveling through the West, going as far as San Diego, Cal.

**NATIONAL SHORTHAND TEACHERS' ASSOCIATION**

(Continued from page vii.)

behind the times in their methods of teaching the subject of shorthand; that the idea that there were hordes of experts in England arose from the fact that speed certificates were granted by one publishing company without close scrutiny of the papers. "In fact," said Mr. Gregg, "the Scottish Phonographic Society, which is the largest body in England and Scotland, consisting of 400 members, has issued a booklet showing why they discontinued the use of those certificates because an investigation by a committee revealed errors exceeding five per cent, where the certificates were granted." This view of the relative merits of the English and the American standards of teaching shorthand and typewriting was not acceded to by Charles M. Miller, but was strongly seconded by W. E. Cornell, Battle Creek, Mich., who taught there for three years and who said that while there were large classes of writers who were taking dictation at high rates of speed, the tests were easy ones and that "it was another thing to read those notes."

"A Practical Method of Teaching the Principles of Shorthand," was handled by Miss Elizabeth Van Sant, who, instead of reading a paper, gave a very good talk descriptive of her manner of handling her work. She divides her shorthand pupils into three departments: primary, intermediate and advanced. In the primary department individual instruction is employed, and it is necessary to instruct many in the art of studying. The statement which aroused most discussion was to the effect that the speaker does not insist on the pupil's acquiring a very thorough knowledge of the principles in the primary department because more can be done with him in fifteen minutes in the dictation classes than can be accomplished in twice the time in the primary department. This view was upheld to some extent by H. A. Hagar, but opposed by others, including J. T. Dorsey, Bowling Green, Ky. This number proved a very interesting one to all.

Charles McMullen, director of the business department of the high school, Madison, Wis., spoke on the topic: "Can We, as Teachers of Shorthand and Typewriting, Do What We Attempt to Teach Others to Do?" His idea was that the teacher should be able to exemplify in his practice that which he attempts to teach, but that, on the other hand, the teacher need not necessarily be an expert. Because of the predilection of the expert to demonstrate for his class instead of teaching, he thought the expert not the best teacher. Rev. Killian Heid, Collegeville, Minn., said that it was his idea that the pupils like to "be shown" by the teacher. The topic was freely discussed by others.

When the Association met Wednesday morning, in joint session with the National High School Commercial Teachers' Association, the meeting was called to order by President Kelley, but was very soon turned over to President G. P. Eckels, of the high school section, who presided for the remainder of the session. Office practice for the stenographer was thoroughly and comprehensively discussed by L. A. Arnold, Denver, Col., and C. A. Balcomb, Cleveland, Ohio. Mr. Arnold said that this work could not be done without considerable equipment and that such equipment should include billing typewriters or machines with billing attachments, mimeograph, letter press and copying books, vertical and flat files, card trays and files with indexes, and forms of business and legal papers. Mr. Balcomb put forth five principles upon which successful business practice teaching must be based. They are: First, the students must be so trained and inspired that they will not be satisfied to do their work in a perfunctory way; second, that the student and not the teacher should do the work; third, that the student should do a day's work in a day; fourth, that the

student must be taught initiative; fifth, that the student must be trained in self-control. Others applied the idea to high school conditions, and the topic was well discussed and proved very interesting.

Sherwin Cody, Chicago, answered the question, "Is it possible to Teach Business Common Sense and Intelligence in Letter Writing," in the affirmative, but said that the proper way to begin was with composition and not with grammar—that the pupil must be taught to grasp the business situation before he is asked to master the technicalities of grammar, etc. H. A. Hagar, who was on the programme to discuss the paper, did not agree entirely with Mr. Cody, but explained his methods of giving letters to be written dealing with subjects with which the pupil is familiar and of drilling pupils in punctuation and grammar by means of the errors made in their composition and in their transcripts of shorthand dictation.

The final feature of the programme was the paper of W. A. Hadley, Chicago, on "The Psychology of Handwriting," which was one of the most scholarly and profound papers ever presented. It went into the psychological aspects of longhand and shorthand writing and analyzed the various steps and processes employed in learning and writing shorthand. So well received was the paper that a vote of thanks was presented to its reader, who has investigated the subject at first hand.

The joint session was declared an unqualified success and was highly satisfactory to both sections alike. In fact, the high school section voted to continue the plan of holding joint sessions with the shorthand section.

"Shorthand from an Educational Standpoint" was to have been handled by C. A. Pitman, New York, on Thursday morning, but Mr. Pitman did not attend the meetings, and consequently his paper was read by P. B. S. Peters, Kansas City. In his paper Mr. Pitman emphasized the value of shorthand for mental training, for its money earning power, and for its value as a vocation. He pointed out that it developed the memory, made for accuracy and stimulated alertness and analysis.

As there was no discussion on this paper, H. F. Pratt, Central High School, St. Louis, Mo., proceeded to read his paper on "The Essentials of Correct Typewriter Operating and Methods of Securing the Desired Results." Mr. Pratt spoke for a suitable equipment and a good position at the desk, and gave some excellent drills for exercising the hands and fingers so as to develop manual dexterity. He makes some decided departures from the usual plan of fingerling the keys, avoiding the use of the little finger of the left hand on the figure 2, etc. He also urged the importance of the sentence method, expressing the belief that pupils do not like to write long lists of words.

The report of the committee appointed last year to investigate the matter of standardizing a scientific keyboard for the typewriter was to the effect that the typewriter companies are practically unanimous in saying that they will take action in the matter when they are sure that a change in the present keyboard is desired by the teachers, and that the teachers were strongly in favor of improving the present board. This being true, on the recommendation of the committee a new committee of seven was appointed to consider the matter for another year and to endeavor to formulate a keyboard that would be an improvement over the present one and report at the next convention.

There was not sufficient time for the reading of all of the suggestions which J. W. Ross, Wheeling, Va., had collected under the title "A Symposium of Practical Suggestions Collected from Prominent Teachers of Shorthand and Typewriting Throughout the United States," consequently

Mr Ross contented himself with reading the most interesting, with the understanding that the entire symposium should be spread on the records of the meeting.

The secretary reported the total enrollment to be 134, there being 35 new members. On motion the employment department was discontinued. When the election of officers was reached, W. D. M. Simmons, Nashville, Tenn., was made President; Miss Mollie Wilson, Dubuque, Iowa, Vice-President, and F. E. Hammond, Evansville, Ind., was re-elected Secretary.

#### NATIONAL PENMANSHIP TEACHERS' ASSOCIATION

The thirteenth annual convention of the National Penmanship Teachers' Association was called to order Monday evening, December 28, 1908, with President L. C. McCann in the chair. In his address Mr. McCann said teachers should try to teach pupils to write in a practical way by getting at the real work of writing. He considers it a waste of time to spend too much time on movement exercises. He cautioned teachers and especially young teachers against the pernicious habit of going before a class without having prepared the lesson thoroughly beforehand. Such teachers do not arouse the enthusiasm of the class, but live upon the charity of the school board and the text. "I don't care how fine you write, you will be a 'dead one' without having previously prepared your work."

T. A. Hopper, Manchester College, North Manchester, Ind., discussed the subject "The Beginning Class." Among the things which Mr. Hopper believes should be taught at



L. C. McCann



C. E. Damer



L. E. Stacy

the beginning of penmanship work are correct position and movement exercises. He also believes that better results can be obtained by the use of black ink rather than fluid ink.

In the discussion of this paper which followed, W. C. Henning, Cedar Rapids, Ia., said there were four important things to be taught in the beginning of penmanship; first, position; second, correct holding of the pen; third, movement, and fourth, practice of muscular relaxation. He does not believe in doing much writing during the first month, but tries to establish discipline and systematic practice.

J. W. Pierson, Chicago, believes that the first thing in teaching penmanship is to gain the confidence of the pupils and to show them how to do the work. He considers it important for the pupil to have a correct mental picture of the letter or exercise he is trying to make. Mr. Pierson handles 1,500 pupils per day. This paper was further discussed by G. T. Wiswell, Plymouth, Ind., who believes in sitting down to a desk and showing the pupils how to write; by J. H. Bachtenkircher, Lafayette, Ind.; C. C. Curtis, South Dakota, and C. A. Faust, Chicago.

The meeting adjourned.

The first number on the programme of Tuesday morning was "How I Teach Penmanship," by M. A. Adams, Marietta Business College, Marietta, Ohio. Mr. Adams's paper was very helpful and interesting and to show that he could really do what he was telling about had with him specimens of the practice work of his pupils. There was no discussion of this paper.

F. W. Cooley, Superintendent of Schools, Evansville, Ind., spoke on "Writing from the Superintendent's Point of View." Mr. Cooley emphasized the importance of teaching the three R's and would give to other subjects only what time is left after this has been thoroughly done. He considers the present courses of study overcrowded. Mr. Cooley would like to have all agree on one system of penmanship rather than have so many different systems as at present. He thinks that the work in the first two primary grades should be constructive and that not until the third grade should actual writing begin; also, that there is too much writing done without being supervised by the teacher, and that the teacher should accept nothing but the pupil's best work. He condemns the misuse of copy books rather than the copy books themselves.

C. A. Faust, in discussing this paper, said that the copy book was a failure, because, first, it had never produced good writers; second, it is too expensive, and third, it is not ruled correctly.

This subject was further discussed by J. H. Bachtenkircher and C. E. Damer, Beverly, Mass.

The next topic on the programme, "Little Sermons in Penmanship by Grade Supervisors," was turned into an experience meeting and general discussion.

G. B. Jones believes that all the work should be done for the best interests of the child and the love of the work and not for the money there is in it; also that the teacher should be careful to keep the work within the ability of the child in each grade. L. C. McCann, Mahanoy City, Pa., thinks that penmanship teachers have gone to seed on the subject of movement and that more attention should be given to form. Mr. Bachtenkircher begins the use of ink in the third grade and does a great deal of board work the first half of the year. He teaches a large style of writing. The discussion was continued by R. C. Cottrell, Logansport, Ind., who illustrated some of his ideas on the beard, and Mr. Wiswell.

The meeting adjourned.

The session of Wednesday morning was opened by an address by Mr. Charles F. Coffin, vice-president and general counsel State Life Insurance Co., Indianapolis, Ind. This address was exceedingly interesting and helpful to all. Mr. Coffin considers that too much time is spent in teaching and not enough in training the pupil. He emphasized the importance of teaching the pupil the little things in the home and the schoolroom, such things as closing the door behind him, good manners, etc.

A rising vote of thanks was extended to Mr. Coffin for his splendid address.

C. W. Ransom, Kansas City, Mo., read a very interesting paper on the "Creation of Penmanship." Mr. Ransom gave something of the history of penmanship from early Phoenician and Roman times down to the present day. He believes that penmanship is a process of growth and development. Mr. Ransom's paper was discussed by E. D. Clark, Marion, Ind., and G. W. Thompson.

J. H. Bachtenkircher gave a talk on "Lesson at the Board." Mr. Bachtenkircher believes in teaching movement in board work during the first half of the first year in the grade schools. He divides the class into two sections, one section works at the board while the other section works at the desks. When dealing with left-handed pupils he does not believe in trying to get them to change to the right hand. Mr. Bachtenkircher teaches muscular or arm movement beginning the last half of the second year. He advocates large writing in primary grades.

This paper was discussed by Miss Laura J. Breckenridge, Lafayette, Ind., who said that she believed in large

writing for young pupils to avoid excessive finger movement.

H. O. Keesling, New Albany Business College, New Albany, Ind., in his paper on "Teaching Helps in Penmanship," spoke from the business college standpoint and illustrated his talk at the blackboard. Mr. Keesling showed how he developed movement by having his pupils roll up their sleeves to the elbow to see where the action really came from for the movement. He develops the movement first without the penholder in the hand, and later with the penholder in the hand but with a dry pen. He advocates having the copy written on the board before the recitation begins, and believes thoroughly in counting for the practice. Mr. Keesling teaches letters according to their likeness or similarity and advocates a very simple style of writing.

This paper was discussed by J. D. Brunner, Marion, Ind.; C. C. Curtis, South Dakota; C. W. Ransom, C. A. Faust, W. C. Henning, J. O. Peterson, Columbus, Ohio; H. C. Cummins, Cedar Falls, Iowa, and P. A. Whitaker.

The question of the use of a blotter under the hand while writing, also the question of preliminary movement before making capital letters came up. Both questions were discussed to some extent, but there seemed to be considerable difference of opinion. Meeting adjourned.

Thursday morning Miss Charlotte Ziegelbaur, supervisor of writing, New Albany, Ind., gave an address on "Our Work and Health."

It is to be regretted that Miss Ziegelbaur's paper could not have been read before a session of the Federation, as

"The seat and desk for each pupil should be most carefully looked after, for medical works are filled with words of warning against the use of ill-fitting school furniture. Many eminent physicians, especially in Europe, have given a great deal of study to this very evil, and, as a result, have devised various desks and seats to remedy the defect. According to Dr. Farmer's theory, a pupil while sitting at a desk improperly constructed involuntarily assumes an injurious position. Often the injury is caused, during writing, by the pupil's turning his head to the front or left. The bad results that may follow from placing children into seats too high and large for some, too small and low for others, are near-sightedness, round shoulders, curvature of the spine, difficulty of respiration, distortion of the upper part of the body, pains and tingling sensations in the feet."

In closing, Miss Ziegelbaur spoke of the importance of having the light properly arranged: "The best light is that which comes directly from the left, and does not necessitate any other than an erect posture in order that it may fall directly on the desk."

This paper was discussed at some length by various members of the convention. Miss Breckenridge spoke particularly of the value of good position at the desk, while Miss Koch, of Evansville, Ind., heartily endorsed the paper and called attention to the value of good ventilation. C. C. Curtis, Valley City, N. Dak.; J. H. Bachtkenkircher, R. C. Cottrell, Logansport, Ind.; G. T. Wiswell, Plymouth, Ind., all complimented Miss Ziegelbaur on the able manner in which she treated this important subject, and all were of the opinion that the teacher is largely responsible for the health of the pupils committed to his care and training.

J. O. Peterson, Columbus, Ohio, read an interesting paper on "Card Writing." In the course of his paper Mr. Peterson called attention to the skill in penmanship required to write well under the eyes of a number of people, to execute new combinations of letters the first time, and to get the name balanced on the card under these conditions. He also spoke of the fact that the field of card writing is constantly widening, that there is a tendency to take the work out of the hands of the local penmanship teacher and place it with specialists, with the result that a higher quality of work is demanded. Mr. Peterson said, in part: "To do it properly one must possess to some degree, consciously or unconsciously, a knowledge of symmetry, proportion, intricacy, rhythm, order, contrast, breadth, stability, color value and repose. . . . The more of them found to exist in your work, the better will your work be judged. Their use requires that your faculties of form, ideality and imitation and constructiveness be developed, and if you will add to these qualifications the painstaking care with which small letters—which, by the way, are so often slighted—are made, you will have the make-up of not the least important of penman. A glimpse of the work in a field that I have scarcely entered, justifies me in the belief that the field is a large one, that it is constantly widening, that it is far from crowded at the present time, and that there is a market for all the skill one can acquire, so that I believe that he who teaches this work teaches a fine art that is practical and remunerative."

The election of officers resulted as follows:

President, L. E. Stacy, Meadville, Pa.

Vice-President, C. E. Dener, Beverly, Mass.

Secretary and Treasurer, R. C. Cottrell, Logansport, Ind.

Advisory Council: Chairman, C. P. Zener, Columbus, Ohio; M. A. Adams, Marietta, Ohio; C. W. Ransom, Kansas City, Mo.

Meeting adjourned.



J. H. Bachtkenkircher



G. T. Wiswell



C. W. Ransom

there was much in it which should interest every teacher, regardless of subject taught. The speaker first called attention to the importance of being a "good animal" in order to attain success in life; that the foundation of every man's business success rests upon his vitality, and this depends upon the care which he gives his body.

Miss Ziegelbaur said in part:

"At a recent conference in New York City on the physical welfare of our school children, a principal declared that our present curriculum is manufacturing more physical defects every year than school physicians and school nurses can correct. To the surprise of the laymen present, the school men were of one mind as to the havoc wrought by school life upon the physical and mental energy of the child. We were told that eyes were weakened, if not ruined, by glazed paper, indistinct lines and prolonged concentration. Dry sweeping and the use of soft crayon fill the air with dust and combine with other things to supply conditions that favor the growth of disease germs, more particularly the tubercle bacilli. Seats and desks deform the spine and hips and cramp the lungs. Highly trained teachers explain the composition of air in an atmosphere often more poisonous and dust laden than that of the average city sweat shop."

After speaking of the undeveloped condition of the bones during the school life of the average child, six to fifteen, when it is very easy for a bone to be bent permanently by allowing the child to sit or stand in an unnatural position, she continued:

**HIGH SCHOOL SECTION**

G. P. Eckels, President of the High School Section, in his opening address, referred specially to the fact that commercial high schools had doubled in number in the last ten years, and continued:

"Perhaps the rapidity of this growth has had much to do with the condition of this course to-day, with the great diversity of opinion as to what should constitute the course. In many schools it still seems to be something tacked on rather than being a part. Even though it is still suffering from lack of proper time and facilities, it has come to stay, and it is for us who are engaged in this work to see to it that the proper consideration and recognition is given to it, not only by those in control of high schools, but by higher institutions of learning as well. Now, the question is, how can this be best accomplished.

"In answering this I would suggest the following as a guide:

1. Better preparation on the part of the teacher.
2. Elevating the standard of work done.
3. Meeting the demands of the commercial world."

In conclusion Mr. Eckels emphasized the importance of accuracy in the high school training, as he believes that is what business men expect and demand of young people. Upon request of S. A. Moran, the President's address was discussed, Messrs. Moran, O'Keefe, Carpenter, Lakey and others taking part. In this discussion it was agreed that business men are quite willing to co-operate with teachers in furnishing information which will assist the pupils in their work.

The round table discussion of "Are the Commercial Requirements Formulated by the North Central Association of Colleges and Secondary Schools Reasonable, Attainable and Sufficient for Commercial Teaching in the High School?" was opened by P. B. S. Peters, a member of the committee formulating the requirements referred to, who gave the following list of subjects, with the credit by units, considered by the committee: business arithmetic,  $\frac{1}{2}$ ; elementary bookkeeping, 1; advanced bookkeeping, 1; business law,  $\frac{1}{2}$ ; stenography and typewriting, 2; business spelling and correspondence,  $\frac{1}{2}$ ; history of commerce,  $\frac{1}{2}$ ; economic history of England,  $\frac{1}{2}$ ; economic history of the United States,  $\frac{1}{2}$ ; materials of commerce,  $\frac{1}{2}$ ; commercial geography,  $\frac{1}{2}$ ; elementary economics,  $\frac{1}{2}$ . Some felt that as so small a percentage of the high school pupils go to college it was inadvisable to permit too much dictation from the upper body, and that a course should be provided which would take care of the 95 per cent who never enter the higher institutions.

Frank E. Lakey, English High School, Boston, Mass., on Tuesday morning read a highly practical paper on "Value or Aid of Psychology in the Classroom." Some of the excellent points brought out by Mr. Lakey were that psychology is important to the teacher in helping him better to understand himself and in giving a basis for understanding the child whom he has to teach; that the older education was based on study of the mature mind; the new education is based on the study of the child mind. Through the aid of psychology the teacher is able to readjust the curriculum so that all except the weak-minded and criminally insane are saved, and to lighten the period of greatest temptation to the boy. Mr. Lakey pointed out that America is behind England, Germany and other foreign countries with respect to trade schools for meeting the demands of pupils.

"Attitude of the College and University Toward Commercial Training and Toward Commercial Work in the High School," was presented by H. G. Moulton, who has charge of the commercial work in the Evanston Academy, Evanston, Ill.

The Wednesday morning session was held with the Shorthand Section and the report of the joint meeting will be found in the report of the Shorthand Section.

P. A. Fishel, Commercial Department, High School, McKeepsport, Pa., took up for discussion on Thursday morning, "Can Touch Typewriting be Successfully Taught in the High School?" Mr. Fishel believes that touch typewriting cannot be taught successfully without the supervision of a teacher, and this can only be done when those in authority are willing to provide an expert teacher for this purpose.

The question was discussed by Miss Mary E. Sullivan, Shortridge High School, Indianapolis, who believes that when pupils fail in typewriting it is nearly always due to poor teaching.

The election of officers resulted as follows: President, F. E. Lakey, Boston, Mass.; Vice-President, A. H. Sprout, Indianapolis; Secretary, W. H. Shoemaker, Chicago.



M. A. Adams



R. A. Grant



W. S. Ashby

**MEMBERS OF THE NATIONAL PENMANSHIP TEACHERS' ASSOCIATION FOR 1909**

W. L. Weaver.....	Scottsdale, Pa.	Fred Berkman.....	Seattle, Wash.	A. R. Martin.....	Columbus, Ohio
F. W. Martin.....	Boston, Mass.	J. W. Creig.....	Johnstown, N. Y.	C. C. Curtiss.....	Valley City, N. Dak.
M. A. Adams.....	Marietta, Ohio	H. G. Reaser.....	Pittsburg, Pa.	Miss Cornelia Koch.....	Evanston, Ind.
S. H. Fehnstock.....	McPherson, Kan.	C. E. Dener.....	Beverly, Mass.	Chas. A. Robertson.....	Albuquerque, N. Mex.
N. H. Wright.....	Louisville, Ky.	K. C. Atticks.....	Baltimore, Md.	Miss Olga Stuber.....	Lexington, Ky.
W. Irving Turk.....	Boston, Mass.	F. B. Adams.....	Peoria, Ill.	E. N. Gilmer.....	New York, N. Y.
L. E. Stacy.....	Meadville, Pa.	W. P. Steinhaeuser.....	Asbury Park, N. J.	Stella E. Morris.....	Louisville, Ky.
A. N. Palmer.....	New York, N. Y.	Geo. A. Race.....	Jamestown, N. Y.	Miss Annie B. Carpenter.....	Louisville, Ky.
C. A. Faust.....	Chicago, Ill.	J. C. Smeltzer.....	N. Manchester, Ind.	W. C. Henning.....	Cedar Rapids, Iowa
G. T. Wiswell.....	Plymouth, Ind.	E. L. Grady.....	N. Manchester, Ind.	T. J. Hoover.....	Carlinville, Ill.
Adelbert McIntyre.....	Pawtucket, R. I.	T. A. Hopper.....	N. Manchester, Ind.	A. J. Davis.....	Chicago, Ill.
O. G. Dorney.....	Allentown, Pa.	R. C. Cottrell.....	Logansport, Ind.	E. E. Townsley.....	Covington, Ind.
E. H. McGhee.....	Trenton, N. J.	Miss Charlotte M. Ziegelbaur.....	Adrian B. Tolley.....	Marion, Ind.	
W. K. Cook.....	Hartford, Conn.	New Albany, Ind.	D. C. Clark.....		
H. G. Burtner.....	Pittsburg, Pa.	Tonka, Okla.	G. P. Rey.....	Chattanooga, Tenn.	
T. C. Knowles.....	Pottsville, Pa.	Chas. C. Staehling.....	Tonkawa, Okla.	G. P. Roberts.....	Indianapolis, Ind.
J. F. Fish.....	Chicago, Ill.	E. G. Miller.....	Mt. Vernon, Ohio	H. C. Cummings.....	Cedar Falls, Ia.
W. A. Hoffman.....	Valparaiso, Ind.	J. Q. Peterson.....	Columbus, Ohio	F. E. Lakey.....	Boston, Mass.
W. J. Safford.....	Oil City, Pa.	J. H. Bachemkircher.....	Lafayette, Ind.	T. J. Risinger.....	Utica, N. Y.
L. C. McCann.....	Mahanoy City, Pa.	I. W. Pierson.....	Chicago, Ill.	Miss Mary E. Viner.....	Ishpeming, Mich.
M. E. Bennett.....	Pittsburg, Pa.	C. Spencer Chambers.....	Walton, Ky.	C. W. Ransom.....	Kansas City, Mo.
				P. A. Whitacre.....	Cedar Rapids, Ia.



"PEACE ON EARTH, GOOD WILL TOWARD MEN"



N an address delivered some months ago before the Business Educators' Association, of California, H. E. Cox, President of the Pacific Coast Business College, at San Jose, drew from his own experience and made some points of interest to business school managers generally, especially those who, like himself, were not at the outset deeply concerned with the get-together policy. Within four years Mr. Cox was President of the organization he had at first ignored. A part of this address follows:

"When the first annual convention was called in Oakland, in 1901, largely because I could see no benefits to be derived therefrom, I did not attend. I knew no one connected with the business colleges of the State, except by reputation and by the knocking which they sometimes administered to me and which I returned with great glee. I knew there were such business colleges as the Heald, San Francisco, Golden Gate, Ayres, Metropolitan and a few others, in San Francisco; that there was a school in Oakland whose name I understood to be the Polytechnic, and that there was a Dixon School in Oakland or Alameda. I knew there were commercial schools in Sacramento; I had heard of scraps between Atkinson and a young fellow by the name of Howe, and I understood that in Stockton there was a school, but I hardly knew its name. I was pretty sure that down in Los Angeles there were schools galore, but I did not know such men as Heald, Gibson, Weaver, Jordan, Ingram, Dixon, Clark & Isaacs, the Lackeys, Mrs. Brownsberger and a host of other whole-souled, generous, good-hearted men and women such as we have in our profession in California to-day.

"My vision had been narrowed down to our own little scrapping ring in San Jose. Now, I trust, it has been broadened and enlarged, and has taken in the whole situation here on the Coast. Whereas, before I had believed that if my head appeared above the horizon there were hosts of the opposition ready to hit it a lick, now I believe that if the same head should appear in distress, needing help, there would be a hundred pairs of hands ready to help and do all they possibly could under the circumstances. I believe this is largely the condition and the situation here in California to-day with all business college men. We have come to know each other better and to realize that our interests are mutual, and that we can be a help one to the other.

"Up to the time of our first meeting I think that all of us more or less paid too much attention to our own affairs, and made no effort to reach out and attract to ourselves the men and women who were in the same line of business in which we were engaged. Formerly it was the custom for dry goods merchants, hardware men, grocery men, doctors, lawyers, mechanics and the laboring men to hold their competitors to be their natural-born enemies. Now these things have largely changed. The dry goods merchant meets his competitors as his friends, talks over matters pertaining to their business, and each is help. So it has come through our association that business college men and women may re-

gard competitors as friends, and I trust that the friendships thus formed may be of great benefit to all of us.

"The medical profession has a code which is strictly adhered to. If one physician has charge of a case a second physician will not call upon that patient unless the first has been dismissed from the case entirely, unless it be that the second physician is called in for consultation. Under these circumstances every courtesy is shown to the physician in charge of the case, and his opinion is given due weight.

"Here is a lesson for us. Due courtesy should be extended one toward another. If a pupil enters one college he certainly should not be approached to leave that school and enter another. If a student is suspended or expelled from one school he certainly should not be allowed to enter another without permission from the school from which he was suspended. One teacher or school proprietor should consider it beneath his dignity as a man or a gentleman to speak in a derogatory manner of his competitor."

Turning his attention from the principle of co-operation to that of the character and standing of the business schools from the standpoint of the public, Mr. Cox said:

"The business colleges of the past have been criticised greatly because of their lack of results. That, however, was largely due to the material upon which in times gone by we had to work. How often it is the case, when a boy has proved a failure in the public school, has become discontented and does not like to attend school any more, has no ambition to get more education, that his parents have compromised the matter by sending him to business college? We have thus frequently had the poorest material upon which to work.

"Right here comes one of the disadvantages of soliciting. The solicitor is sent out, and must make good for his employer. If on regular salary, he must show some results; if on commission basis, his income depends upon his own efforts. The results have been that anything and everything in the form of a human being, whether it be a child, a youth or an old man, has been taken into the business college, and the business colleges as a whole have suffered.

"I once heard a business college man, in a gathering of teachers, both public and private, make this statement: 'You teach your boys and girls how to read and write, then send them to us and we will do the rest.' Is that the standard that we want to accept? Is that an entirely sufficient preparation for a business college course?

"The business college proprietors in the State, in their association, should take a stand in this matter. We should be courageous enough to stand before the world and say that we will not take the misfits from the public schools and engage to prepare them in six months or a year for responsible positions; that we want the best preparation possible for our work; that the business world demands proficient men, just as much as any other profession; that business colleges should stand to the business world in the same relation as the medical school to the medical profession; as the law school the school of pharmacy and the dental college stand to their respective professions. In that way we shall place our schools and our profession on a higher plane. I think we are placing

a dollar so close to our eyes that we cannot see the hundreds of dollars a few feet away.

"Many of the high school authorities of the State have placed commercial departments in their high schools, claiming that the business colleges do not do the preparatory work for life that they should, and that they are going to do that work. If we expect to survive, if we expect to exist under this competition, then we shall have to change our methods and do better work, or rather make an effort to get better material upon which to work.

"Another thing that degrades our calling and prevents placing it upon the footing of a profession is the fact that those engaged in the work of instruction are too often devoid of thorough preparation or training. I do not care whether it be public school or a private school, the teacher should have special training in psychology, methods of teaching and normal work. He should have this in addition to a liberal education. In our profession a man should not presume to take any place in the business college until he has had some training in the business world. Add to that a love for his work, a love for humanity and a desire to advance and uplift the race, and you have an ideal business college teacher.

"Too often the training that a teacher has received has been simply a training in bookkeeping, a short course in shorthand, and perhaps some special skill in handling the pen and the typewriter. He puts himself up as an experienced teacher, with perhaps a few days' experience in the schoolroom. I certainly believe that it is the duty of the State to compel business college teachers to secure certificates for teaching, as in the public schools. That certainly will have a tendency to elevate our calling and put it on a par with the other professions.

"A man cannot practice medicine, dentistry, pharmacy or law without first securing his certificate of ability or proficiency. So should the State exact of business college teachers certificates of proficiency before they are allowed to train the minds of the young, which certainly are of as much importance as their bodies."

#### CROWD AT PEIRCE COMMENCEMENT

No better evidence of the esteem in which the Peirce School is held in Philadelphia could be wished than the great crowd which besieged the Academy of Music on the evening of December 23, when more than two hundred young men and women received their diplomas. It is estimated that at least two thousand persons were unable to gain admission to the hall, and a force of fifty policemen had the utmost difficulty in handling the throng that sought to get in. Ex-Secretary Shaw had been selected as the presiding officer of the evening, and this fact, with the further announcement that William Jennings Bryan would address the graduates, brought to the doors many who might otherwise not have been deeply interested in the proceedings, and within a few minutes after the doors opened every seat in the large building was occupied. In its preliminary description one of the Philadelphia papers said:

"The scene was a brilliant one. Seldom has the Academy stage been so handsomely fitted up for a non-theatrical event. Its setting was that of a forest and the effect was heightened by ferns and palms which lined the stage. In the rear was a raised dais, over which there blazed forth in electric lights, 1865—Peirce—1908."

Many notable men were on the stage, including the Mayor, Bishop Wilson, ex-State Treasurer Berry and several Judges, not to mention representatives from various literary colleges. While, as Rev. G. B. Burns, who opened the exercises with prayer, said, "One of the speakers would have

filled the house to overflowing no matter what the occasion was," he rightly added that "the Peirce commencement would have filled it, too, no matter who the speaker was." The Peirce School has a most enviable reputation among those who know it best.

#### NEW ENGLAND PENMANSHIP SUPERVISORS AT BOSTON

On January 9, 1900, the New England Association of Penmanship Supervisors held its annual meeting at Burdett College, Boston, where a cordial welcome was extended to all by the proprietors and teachers of the school.

C. E. Dener, president of the Association, opened the convention in the forenoon, and Dr. Louis E. Pease, of Burdett College, delivered the address of welcome. Following this, A. R. Merrill, of Saco, Me., read a paper on "Use and Abuse of Movement Exercises." Mr. Merrill handled his subject well and made many suggestions of great value to those interested in the supervision of penmanship. Messrs. Houston, Prince, Martin, Hoff, Bennett and Wrangt discussed the subject.

At 1:30 luncheon—so called officially, but really a substantial noonday meal—was served in the college office, and at 2:30 the convention resumed its session and listened to a paper by J. C. Moody, New Britain, Conn., on "Scheme of Work for Each Grade—a Syllabus." Mr. Moody's judgment was generally approved as he told in detail his general plan of carrying the work from grade to grade, making it useful and progressive. In addition to the illustrations given on the board, he displayed specimens of pencil and pen work taken from the different grades and systematically arranged in a scrap book. Discussion participated in by Messrs. Rowe, Bennett, Hoff, Houston, Whitehouse, Martin, Cook, Wrangt and Deering followed.

Speaking on the subject "Do You Believe in Having Teachers' Meetings for the Purpose of Teaching the Teachers to Write Well—if So, How Do You Conduct the Meetings?" H. W. Shaylor, of Portland, Me., said that he did believe in conducting meetings for the purpose of teaching the teachers how to write well, and outlined his own plan of training the 200 teachers under his supervision. He said that the location of schools and number of teachers would be important factors in adopting a plan for reaching the teachers in any city.

The meeting was well attended and great interest was shown throughout the proceedings. At its close the Association instructed F. W. Martin to compose, engrave and express the thanks of that body as a whole to the proprietors of Burdett College for their generosity and hospitality.

Officers elected are L. C. Moody, President; F. W. Martin, Vice-President; A. B. Wrangt, Secretary-Treasurer.

The Citizens' Savings and Trust Company, of Cleveland, Ohio, has gotten out a chart which will be of interest to commercial schools, showing the various books and papers with which depositors in banks should be familiar; also a classification of the savings, checking and banking by mail departments. F. R. Morrison, advertising manager of the Cleveland concern, will send one of these charts to any commercial school man who will pay express charges on it, we are advised.

E. J. Edwards, principal of Toly's Institute of Accounts and School of Shorthand, says the New York school is making great progress and hopes to rival in attendance the large and highly successful school at Waco, Tex. The New York school is located at 156 Fifth avenue, in the very heart of the business district.

**WARREN H. SADLER**

Not only Baltimore, but the whole country will feel the loss of Warren H. Sadler, who died on January 7, from the ranks of business educators. Forty-six years of his life had been spent in this chosen field, a greater part of it in the city of Baltimore, where he opened a business school in 1863, when only twenty-one years of age.

Mr. Sadler was not a native of Baltimore, or even of Maryland, for he was born in Lockport, N. Y., and educated in the public schools there, going to Buffalo for a business course in the Bryant and Stratton school after finishing his work in the high school of his home town. His business education finished, he returned to Lockport and began to teach. His choice of Baltimore as the scene of his future activities is said to have been entirely accidental. He had attracted the attention of Mr. Stratton, one of the founders of the great chain of commercial schools, at a time when the Bryant and Stratton people were planning to establish schools in San Francisco and Baltimore, and Mr. Sadler was offered his choice. After the proposal had been made to him he was dining with his young wife and balanced a spoon over the edge

Henry M. Stanley, John B. Gongh, Mark Twain, Bret Harte and Henry Ward Beecher. His home life was one of great felicity, and he always displayed marked devotion to his wife and daughter, the death of the former a little more than a year ago being a great shock to him.

Mr. Sadler is survived by a daughter and two sons—Mrs. H. C. Reitz, and Fairman A. and Warren E. Sadler. The latter is now in the Philippines, but F. A. Sadler had been associated with his father in business for many years and will continue to devote himself to these interests.

Both as man and citizen Mr. Sadler stood out prominently among his fellows. He was a man whose personal integrity was unquestioned, and his business methods were always above suspicion, demonstrating the practicability of the principles he sought to inculcate into the young people who attended his school. He will be missed, not only in the home, in the school-room and in the publishing house, but as well from the activities of Baltimore and the business life of the country. The Journal extends its sympathy to his family and business associates, and hundreds of admirers throughout the country will echo this expression of feeling.



of his cup of tea, saying that if it fell into the tea he would go to Baltimore, if not he would go to the Pacific Coast.

Whether the good fortune of Baltimore in securing such a man rested on such a chance, or whether other considerations led him to make a selection, is not important. In any event he brought with him to the city he had chosen a great capacity and boundless ambition. As soon as the school was firmly established Mr. Sadler saw that a large field was open for the compilation and publication of commercial school text-books, and this observation resulted in the upbuilding of one of the largest commercial text-book publishing businesses in the country, the Sadler-Rowe system of bookkeeping being perhaps the most notable of the publications of the firm. The idea of a budget system is said to have been evolved by Mr. Sadler one night during a temporary spell of insomnia.

Aside from his school work Mr. Sadler never neglected an opportunity to be of service to the people of his city. In order that his pupils and the Baltimore public generally might have an opportunity to hear the best lecturers he brought there, sometimes at a financial loss to himself, such men as

The death of Warren H. Sadler, President of Sadler's Bryant and Stratton Business College, Baltimore, Maryland, removes from the few survivors of the "Old Guard" one of the most beloved and honored representatives of the Fathers and Founders of American Commercial Schools and Business Education. It was my privilege and happiness in 1859 to be his teacher at the Bryant and Stratton (Buffalo) Business College, since which I have constantly carried him in my mind and heart with warmest affection, personally and professionally. Mr. Sadler was a man of exceptionally generous and kindly nature, inspired by enthusiasm for and devotion to the educational work to which he gave his life, leaving a lasting impression upon business education and our common country.

His services to society and to commercial education for half a century will be held in grateful remembrance in the city of Baltimore, where his labors and achievements contributed to the progress and prosperity of that great city, and will be cherished by the profession upon which he reflected honor. As his old teacher, lifelong friend and collaborator, I bid him adieu with increasing sense of loneliness as one by one my early co-workers "join the silent majority," leaving behind them the American System of Business Education and Commercial Schools as enduring monuments of their work and worth.

ROBERT C. SPENCER.

Dear Mr. Healey: The entire commercial school fraternity will be shocked and pained to learn of the death of W. H. Sadler.

Mr. Sadler's death comes close home to me, as it must have to all of the older commercial teachers of the country. He was the first teacher of bookkeeping in the institution with which I have been connected nearly a half century. He remained here but one year, when he joined Bryant & Stratton in opening the Baltimore college. During that year, however, he left his impress upon this school. I came two years later, and inquiries regarding him by those who had been in his classes were frequent and exceedingly cordial.

Mr. Sadler was a capable, enthusiastic and tactful teacher, an excellent school manager, and he possessed in a large measure those qualities which attract and hold friends. His enduring monument is the institution he founded and fostered. His memory is enshrined in the hearts of his teacher associates throughout the country, and in the lives of the thousands of young men and women who have been pupils in the Baltimore school.

L. L. WILLIAMS.

# Students' Own Page

Every student subscriber of THE JOURNAL is earnestly invited to contribute to this page. The best specimens received each month will be reproduced for the purpose of encouraging the students of writing generally.

That the work may show up to the best possible advantage, the following rules should be observed:

1. The writing should be done with jet black ink—fluid India ink preferred. This can be purchased at any stationery store.

2. Send not more than two lines.

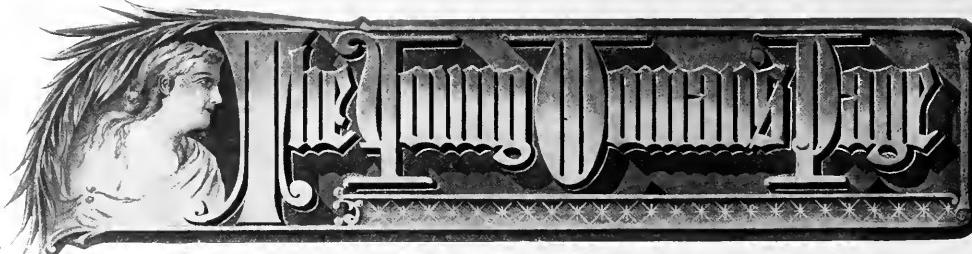
3. See that the lines are exactly eight inches in length.

We hope to receive a nice lot of movement drills during the coming month.

- 1 Specimen of my best business writing.
- 2 A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z etc
- 3 Jona Jona Jona Jona Jona
- 4 I am gaining I am gaining I am.
- 5 A specimen of my business writing.
- 6 Nothing but your best will do. No.
- 7
- 8

The specimens appearing this month were written by (1.) H. J. Warner, Baltimore, Md.; (2.) Florence Saalfeld, student of C. M. Mosier, Northwestern Business College, Chicago, Ill.; (3.) E. A. Stiles, Columbus, Ohio; (4.) Louise Jorgenson, student of C. E. Sjostrand, Warren, Minn.; (5.)

W. G. Harden, Sussex, N. J.; (6.) E. H. Block, student of J. M. Lathan, Gem City Business College, Quincy, Ill.; (7.) Carl W. Dames, student of M. H. Marins, Pottstown, Pa., Business College; (8.) Paul C. Washburn, student of A. L. Morrow, New Castle, Pa., High School.



STELLA MARIE SMITH.

A letter has come to me in which the writer, a young woman, says:

"There is a young college fellow in our office, who is evidently a great flirt, and is trying to 'string' the girls one after another. I find it rather good fun to watch, and not get caught myself. He is trying various wiles, which are immensely amusing. Two of the girls are making a 'dead set,' and they're awfully old, too, but it's comical to watch their manoeuvres. They think they are man-killers anyway. Since they have been quite rude and unkind to me, I feel spunk enough to wish I could cut them out. It would be good sport, but I'm too green to attempt it, and guess it will take all my eyes to watch out and not be strung!"

Just be your own sweet self. That is the best way to counteract the silliness of those old "soft-heads" toward the lady-killer. You are so young and so far beyond them mentally and in every other way that of course they will be jealous.

You say that, due to this jealousy, you fear your position is in jeopardy. Jealousy is a disease with which, wherever you find it, you will invariably find lack of honor. I would advise you never deliberately to rouse it.

By your unconscious sweetness and natural abilities you will always win, where winning is worth while. There are few men worthy of a sweet, intellectual woman of high principles. Be charming always. Be kind. Do not allow yourself to drop to the level of the average mediocre woman. Suppose they have been "rude" and "unkind" to you—those older women. They are the small souls; you must rise and soar above them. Be serene and sweet always, and attend to your business.

If the young man is amusing himself at the expense of those poor old creatures, he is either petty himself or he has not developed to the point where he has the strength to resist the temptation.

There are men, my dear child, who do not stoop to such acts; for such men you must reserve yourself. You will find that ninety-nine men out of a hundred will do just what the college youngster is doing in your office, but be sure the hundredth is somewhere looking for the woman who is above such silly, undignified manoeuvres as those of your co-workers. You are inexperienced. Do not play with fire. Treat men just as you would treat boys of ten. "Men are only boys grown tall." Their badness is more intense; their judgment more mature, but their hearts are the same. They love the girl with whom they can converse and act in their old-time boy way. A man enjoys always the "boy" side of himself. In his quiet hours he despises his worldly side, and when he finds the girl who brings out his boy nature, he goes back to her again and again. For, in his hours of ease he has no regrets as he thinks of the time spent with her. He likes to dwell upon thoughts which make him feel clean.

We spend a glorious day in the woods, the air is crisp, the sky is blue, and we are filled with joy. For years to come we shall recall that day, and the thought of it will bring happiness.

We are travelling through a dusty country. The heat is intense; we are almost overcome by thirst. Suddenly we stumble upon a spring. The spot is cool, the water gurgles over the stones, clear and cold, and we drink long. For years after we shall think of that day and again experience the refreshment of that drink.

So it is with a man. He goes into the world. He must barter with men, and be ever mindful of his own head. Sometimes his recreation is to see what havoc he can make among the women. He watches their tricks; their silly unwomanly strife—for what?—just to get him! He lends himself to the sport six days in the week; then, upon the seventh he reflects. He takes himself to task for having wasted his time and energy; he hates himself and despises the women who have helped him to his present state of mind. This is all a part of his experience in the sordid world. He longs to get away and make a fresh start.

There is a girl whom he has seen every day, but not been conscious of her existence. She's an odd creature, but she's a woman, and, of course, must be like the rest. She does not, however, seem to be in the strife for him—a humdrum little creature she seems—doesn't appreciate him, of course. It's a relief, however, to talk to her. She does not shun him, so it is not dislike for him that sets her apart. He turns with pleasure to thoughts of her. Compared with the other women in the office, in the dusty, busy city, she is like that cool drink at the spring on that hot day. Thoughts of her come to soothe and cheer him as the remembrance of that day in the woods. Yes, when he thinks of her, he can respect himself; he feels more comfortable about himself, and the world does not seem such a bad place after all. As the years go on, thoughts of her will return, together with the remembrance of that cool drink and that glorious day in the woods. He will regret that he was too stupid and self-engrossed to make the most of that chance acquaintance, for it was her fresh, clean influence, her appeal to the boy in him that made a good man of him. She did not know it, but he loved to be with her, for when with her he was a boy again. He resolves to go back and find her; but, alas, he is too late! A more experienced, bigger, better man discovered the jewel and carried it away!

Does he think of those foolish women among whom she worked? Those with whom he flirted? No, he has been meeting their kind all his life!

So, my dear child, keep on. Climb your mountain. You will find much stubble and old stumps that hurt your shins, but here and there you will find a grand old rock to rest upon, or a sturdy oak to lean against, and always above are glimpses of blue sky.

(Continued on page 21.)



The loop letters are very hard to master, but they are really the life of a page of script writing. The introductory stroke is the same as that of *i*, *n*, etc. Begin the hairline of the loop about on the head line, making the first part of it slightly compounded. The shade on the downward stroke begins a little more than two spaces above the base line, and gradually becomes broader until quite near the bottom of the letter. Of course, you lift your pen at the completion of every shade.

Exercises 27 and 28 do not need any further comment at present. In exercise 29 notice that the *l* is made with and without a loop in the second part. I prefer it without. The principle marked 3 is made with an upward stroke.

Practise on the words in the second plate, taking special care with the loop letters, remembering that they require more practise than the other small letters. I also suggest that you write a number of words of your own selection.

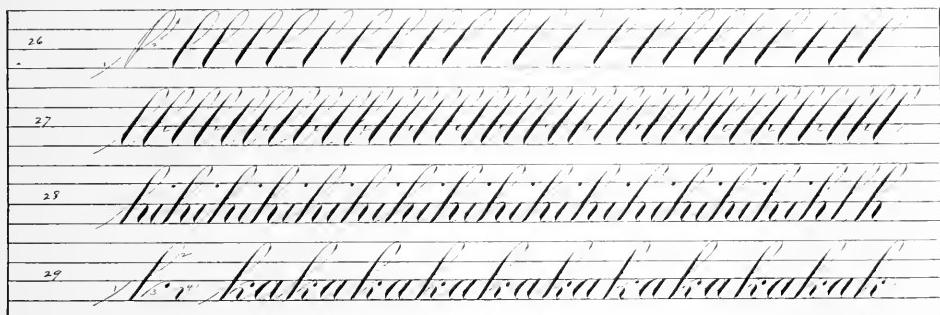


PLATE 1.

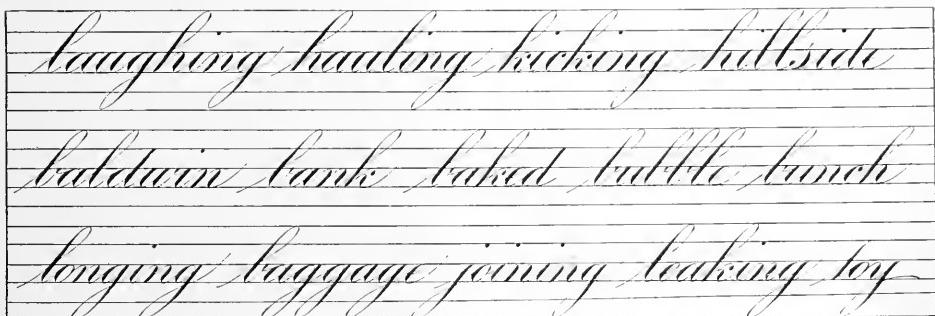


PLATE 2.

#### PENMANSHIP SUPPLIES

THE JOURNAL will send the following supplies by mail for the prices named (stamps taken):  
Soennecken Broad Pointed Pen for Text Lettering, set of 11, 25c.

Double Holder for Soennecken Pens—Holds two pens at one time, 10c.

French India Ink—1 large bottle by mail, 50c.; 1 dozen by express, \$5.00.

Gillott's Double Elastic E. F. No. 604 Pens—A medium fine pen. 1 gross, 75c;  $\frac{1}{4}$  gross, 25c; 1 dozen, 10c.

Gillott's Principality No. 1 Pen—A very fine pen. 1 gross, \$1.00;  $\frac{1}{4}$  gross, 25c; 1 dozen, 10c.

Oblique Penholders—One, 10c.

# THE YOUNG MAN'S PAGE

BY THE EDITOR

**W**HILE for the young man there are few things more important than the choice of a profession, there are few subjects on which the experienced man feels less competent to give advice. In general, advice so given is not heeded by the young man who receives it, and if it were the giving of it would be far more dangerous than it now is. There are so many things to be taken into consideration in determining the proper vocation for a young man, and the matter of temperament plays so important a part in the making of success or failure, that no one except the individual himself is competent to make a decision. If a man is fitted by inclination for some particular line of work he will probably succeed better along those lines, even though many handicaps must be overcome, than if he chose another with a clear pathway before him, but which he had no disposition to follow. The law may pay far better than medicine, and the opportunities for becoming an influential man may be far greater, but if the boy has no aptitude for logic, and cannot overcome his aversion to speaking before an audience; if on the contrary he has a deep love for chemistry, anatomy and such other things as go to make up a physician's training, he would far better choose medicine than law.

The folly of permitting others to take a hand in choosing a profession for the boy has been demonstrated too many times to need further proof. Plenty of notable instances could be cited, but perhaps one of the more humble ones will serve the purpose better, as few of us will ever belong to the notable class. A certain fairly successful young newspaper man was, some years ago, picked by his father for the ministry. The young man made a hard struggle to overcome his natural aversion to that line of work, and continued his studies in the seminary until expelled for intoxication. The habit of indulging one's appetite for intoxicants will eventually unfit a man for almost any profession, but naturally it is especially out of place in a young man intending to occupy the pulpit. The father concluded that the boy was not fitted for a learned profession, so-called, and, being a dentist, decided to have him follow in his father's footsteps, so put him in the laboratory with the promise that at the end of six months he should go off to a dental college, pointing out that a profession netting three or four thousand dollars a year was not a bad one to master. But the boy couldn't make a set of teeth to save his life, and before the six months' apprenticeship was up the father told him to do what he wanted to, as he probably wouldn't amount to anything, anyway. Within a week he was a cub reporter on a country daily, and is now connected with a metropolitan newspaper, recognized among his fellows as a journalist of superior ability.

It is only right, however, to remind young men of the opportunities offered by certain vocations, and for the youth entering upon a business course, especially if he has a "head for figures," there may be a hint for the future in an editorial published in a recent issue of the New York Times. This article says:

"Young men who are determining upon a livelihood had better look into the possibilities of public accounting. Private

business firms need increasingly the services of certified accountants, who may obtain their degrees from the State by passing examinations prescribed by the Board of Regents. They are needed to go over the books, detect antiquated methods and systems, and substitute therefor more modern and accurate business devices. As corporations grow these complexities become more insistent of unraveling and reform.

"So likewise in municipal accounting. William H. Allen recently stated in *The Journal of Accountancy* that one thousand efficient young men were wanted immediately to perform the well-paid duties of analyzing the business systems of cities. Controller Metz complained the other day that this city's bills and salary lists were not properly audited; that 'the system is bad, and we haven't enough men. Until we get enough men the city will continue to be cheated out of thousands of dollars every year.' Mayor Hibbard of Boston undertook this week a radical reform in making up the annual budget for that city; his chief difficulty will lie in the dearth of efficient accountants. The cities of Louisville, Newark, New Rochelle, Holyoke—in fact, according to Mr. Allen, over half the cities in the United States—are now demanding expert leadership in business methods so as to prevent extravagance and fraud."

"The disposition that is manifest in all departments of public and private affairs to analyze improper and wasteful methods and to supplant them is not the least hopeful sign of our times. In this work young men of ability will take an important part."

## WATCH YOURSELF GO BY

Just stand aside and watch yourself go by;  
Think of yourself as "he" instead of "I"—  
Note closely, as in other men you note,  
The bag-kneed trousers and the seedy coat.  
Pick flaws; find fault; forget the man is you,  
And strive to make your estimate ring true—  
Confront yourself and look you in the eye—  
Just stand aside and watch yourself go by.

Interpret all your motives just as though  
You looked at one whose aim you did not know.  
Let undisguised contempt surge through you when  
You see you shirk, O commonest of men!  
Despise your cowardice; condemn whate'er  
You note a falseness in you anywhere,  
Defend not one defect that shames your eye—  
Just stand aside and watch yourself go by.

And then, with eyes unveiled to what you loathe—  
To sins that with sweet charity you'd clothe—  
Back to your self-walled tenement you'll go  
With tolerance for all who dwell below.  
The faults of others then will dwarf and shrink,  
Love's chain grow stronger by one mighty link—  
When you, with "he" as substitute for "I"  
Have stood aside and watched yourself go by.

S. W. GILLIAN, in *Success Magazine*.

# Professional Writing

BY W. A. HOFFMAN



The capital *W* is one of the most beautiful letters of the alphabet. At first study the plain letters carefully. The lines could not be retraced at any point. Raise the pen after shading the oval. Finish the last half of the letter by making the angle at the top and base line. The final curve is finished two-thirds of the height of the letter.

Lines 41 and 42 comprises a delightful exercise, and it is not so hard as it appears to be. It might be well to trace at first with a dry pen.

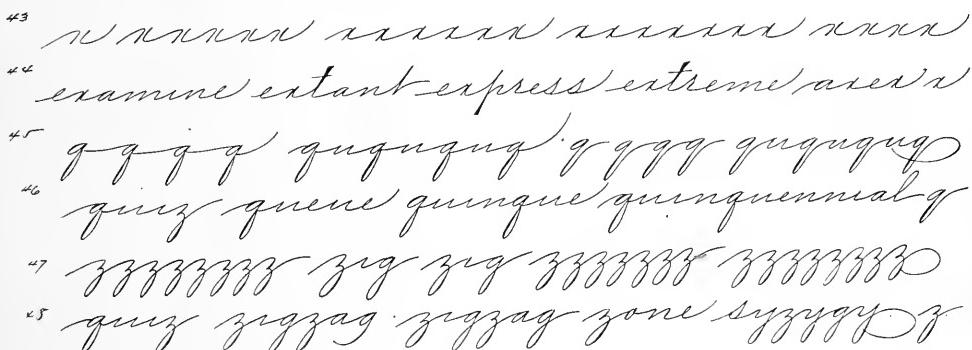
Lines 43-44. Make the *x* by retracing—that is, complete the letter, or write the word in which the *x* is used before

raising the pen. You will note that I have shown two ways of making this letter.

Lines 45-46. The oval of the *q* is like the oval used in *a*. The loop below the line is joined at the base, or it may be left open as shown.

Lines 47-48. The first half of this letter is like the small *n*. The angular joining is at the base line, and you finish with a loop.

I trust that the readers who are following this course are getting along nicely, and that the work is of help to them.



(Continued from page 18.)

Just think of the glorious expanse of sky and earth that will be yours when you reach the top. And as you look down over the way you have travelled, the only things visible will be the giant oaks and the great rocks, and where will be the things that worried your shins?

Be brave; be true to your womanhood; be confident that dignity, a sunny smile, good work, and a clean heart will be respected and admired, and all the machinations of the jealous ones will come to naught.

"My advertisement in The Journal is pulling fine."—F. W. Tamlyn, Kansas City, Mo., Jan. 7, 1909.

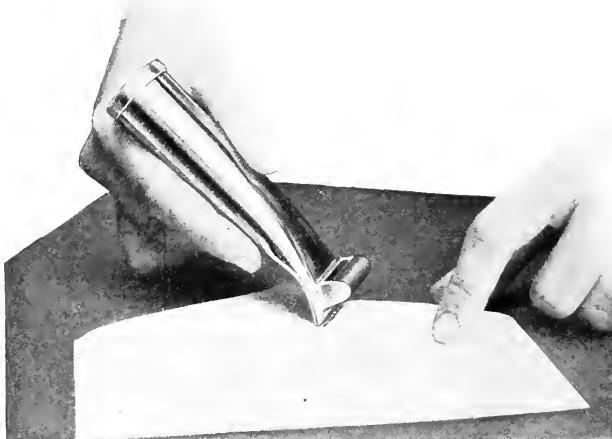
A handsome programme of the Sixteenth Anniversary Graduating Exercises of the Eastman-Gaines School, New York City, has reached us. The key-note of the announcement, like that of the school, is quality. The school graduated a strong class in both business and shorthand departments.



# WHAT A BUSINESS EDUCATION MEANS



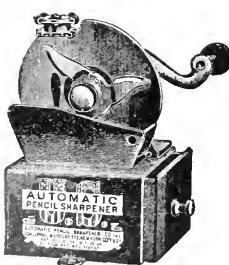
Using vertical file. Manufactured by Shaw-Walker, Muskegon, Mich.



Using the Sanitary Envelope Sealer.  
Manufactured by Ohio Metallic Packing Co., Cleveland, O.



Using the Writer Press. Writerpress Co.,  
Buffalo, N. Y.



Automatic Pencil Sharpener Co.,  
New York City.



Using the Comptometer. Manufactured by  
Felt-Tarrant Manufacturing Co., Chicago.

### MOVEMENTS OF THE TEACHERS

Lester Tjossem has succeeded S. B. Hill at the Cortland, N. Y., Business Institute.

J. M. Reaser, formerly of Ferrell's Business College, New Orleans, La., now has charge of the commercial department at Spencer's Business College, of that city.

I. L. Smith, of Smith's Business College, Sayre, Pa., has engaged Miss Alice Warman, of Auburn, Me., as principal of the shorthand department.

Miss Ada Phillips, of Welland, Ont., has been added to the teaching staff of the St. Catharine's, Ont., Business College as assistant commercial teacher.

W. N. Anderson, a graduate of the Highland Park College, Des Moines, Ia., is a new teacher in the Capital City Commercial College of that city.

Miss Margaret McAuslan is in charge of the shorthand and commercial work at the Milnor, N. Dak., High School.

H. E. Adrian, formerly of the Ohio Business College, Cleveland, Ohio, has engaged with the Albany, N. Y., Business College.

W. E. Bartholomew, last year at the head of commercial work in the Rochester, N. Y., schools, has returned to Pittsburgh, from which place he went to Rochester. He returns at an increase in salary of \$1,000.

Miss Nell Lighty, of Steelton, Pa., is the new teacher in the Drake School at Plainfield, N. J. Miss Lighty shows evidences of being an especially capable young woman.

C. L. Bosworth, who was for some time assisting I. L. Smith, of Smith's Business College, Sayre, Pa., is now with G. W. Elliott, of the Elliott Business College, Burlington, Iowa.

### NEWS NOTES

C. H. Condy, one of the proprietors of the Lynn branch of the Burdett College, Boston, has gone West on a combined pleasure and business trip, and will spend some time enjoying the climate of the Pacific coast. The success of the Lynn school indicates that Mr. Condy is an able business educator and efficient manager.

### LINCOLN'S BIRTHDAY IS NEAR!

Every patriotic American should have a copy of that gem of American literature, Lincoln's Gettysburg Oration. The Journal has secured some reproductions of one of the best pieces of W. E. Dennis's engraving, and can offer the Gettysburg Oration, brilliantly illuminated in gold and colors, carefully mailed in strong pasteboard tube, for fifteen two-cent stamps. The size is 11x14 inches and the technique and execution perfect. Send thirty cents at once and receive five dollars' worth of artistic and patriotic inspiration.

PENMAN'S ART JOURNAL, 229 Broadway, New York.



### THE STAMP OF QUALITY

### Dixon's AMERICAN GRAPHITE Pencils

are manufactured of the best materials procurable and with careful attention to secure perfection of every detail of grading and finish. If your dealer cannot give you exactly what you want, tell us and send 16 cents in stamp for generous samples.

In writing, mention Penman's Art Journal.

JOSEPH DIXON CRUCIBLE CO.,  
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In answering advertisements please mention the PENMAN'S ART JOURNAL.

### THE BOOK OF FLOURISHES.

The gem of its kind. 72 large pages. Fine paper. 142 specimens of flourishing, all different, by the expert flourishers of the past thirty years. Price \$1.00.

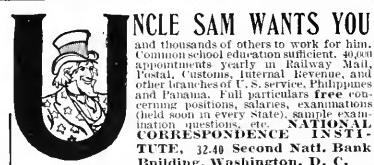
Charles W. Burroughs, head of the Burroughs Brothers Company, Cleveland, Ohio, has sent THE JOURNAL some pages of illustrations which will appear in the very pretentious work upon which that publishing house has been engaged for the last twenty years. Judging from the specimens of work received, "A History of the United States and Its People" will, when complete, be a production of which any publishing house might be proud.

A severe attack of sore throat confined J. B. Knudson, secretary of the Cambridge, Mass., Commercial College, to his bed for some time during January, greatly to the inconvenience of the school to which he has made himself especially valuable as a teacher.

The seating capacity of the Morse Business College, Hartford, Conn., was taxed to the limit with the opening of the school for 1909. Mr. Morse is said to have been one of the first commercial school men to install roll-top desks for the use of pupils in the commercial department.

The San Angelo, Texas, Business College is now under the control of a triumvirate composed of Jesse P. Sewell, H. C. Chitwood and D. G. Westman, the latter an experienced commercial school man and strong penniman, having purchased a third interest in the institution. Mr. Westman is also an experienced business man, and all concerned are to be congratulated on the addition of so desirable a man to this growing school.

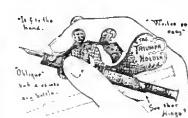
Under C. E. Hudson, the Massachusetts College of Commerce, Boston, Mass., now has the largest attendance in its history. Business education is a live proposition in "The Hub."



NATIONAL CORRESPONDENCE INSTITUTE, 324 Second Natl. Bank Building, Washington, D. C.

Send in your dollar now for the News Edition and get the February number containing the convention report.

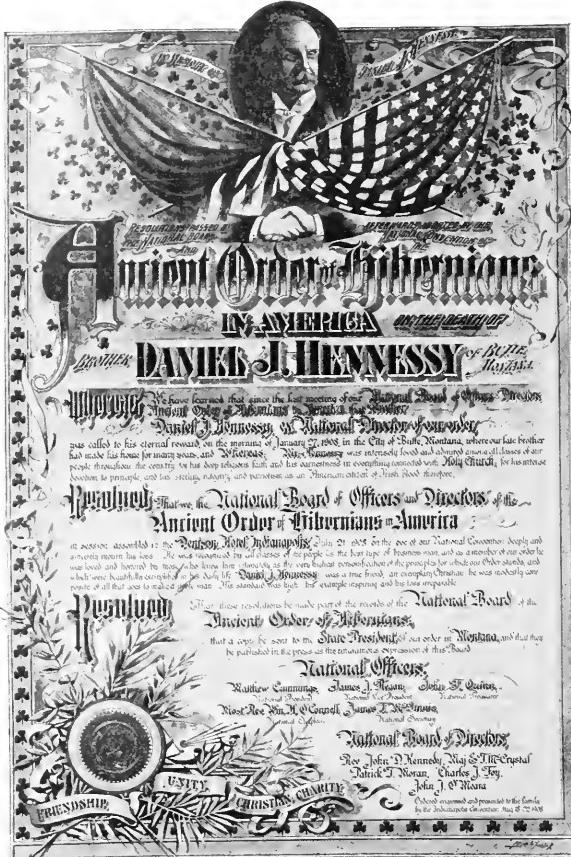
### 4,000 Half Dollars Given Away!



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Fits the hand scientifically, relieves all effort in correct penholding, prevents jar and jar, prevents the fingers from straining, fosters the best penmanship, makes good writing easy, and ejects the pen when worn out without touching it with the fingers. Patented in the United States, Canada and Great Britain. Beautifully made of embossed metal, to last a lifetime. In practical use two years with best results. Mailed, securely boxed, with a page of instructions, some elegant covers, and an interesting 12-page booklet, all for six 2c stamps if you send NOW. (Foreign stamps cannot be used.) Do not delay. This announcement appears in the *Penman's Art Journal* but once. Address

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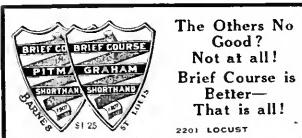
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220 LOCUST





# WHO'S WHO IN PENMANSHIP

## D. A. CASEY.

No list of able commercial school men would be complete without the name of D. A. Casey, who is one of the forceful and capable members of the profession. He took the usual agricultural course before he was old enough to make his protests heard, and acquired a good working knowledge of

the soil and topography of the country round about Starksboro, Vt. The road to wealth as a farmer impressed him as being far too stony, so he early determined to be a teacher, applying himself diligently to his studies and preparing for the academy. Twice, however, illness prevented the achievement of his ambitions along this line, and the death of his father added to his responsibilities just as he was entering manhood. His first real taste of the education he had longed for was in the Rutland English and Classical Institute and Business College, where L. J. Egleston inspired him with the desire to become especially proficient as a penman. For the year and a half following the completion of his work in Rutland he taught in Woonsocket, R. I., continuing his penmanship work under C. W. Jones. After a few weeks in the Harvard Summer School he returned to Rutland, Vt., taking special work and assisting in teaching. Then followed a year with the Bliss Business College, North Adams, Mass., and several years at Woonsocket as business school and high school commercial department principal. Mr. Casey in 1907 sold his interest in the Berkshire Business College, which with S. McVeigh he purchased after leaving Woonsocket, and in August, 1908, opened the Capital Commercial School, Albany, N. Y., which he is conducting very successfully.

## JOHN F. CASKEY.

About forty years ago—on January 28, 1869—John F. Caskey was born in Antrim, Ohio. He, too, received his early education in the country schools and spent his boyhood days learning the wholesome lessons which nature imparted. At the age of seventeen the opportunity for beginning a larger career came, and he entered upon a three-year course in Bartlett Academy. As soon as the course was completed the subject of this sketch entered upon his work as teacher, and the four following years were spent in the country schools. By this time his ability as a penman had brought him to the attention of the business educational world and he was called from the country schools to the higher institutions as a teacher of this branch. He spent four years teaching in a normal school in Iowa and the Wesleyan University, in West Virginia, leaving the latter position to accept a position with the Elliott Commercial School, Wheeling, West Virginia. His services were so satisfactory here that he remained for four years, and resigned in 1903, only to accept a better position with Burdett College, Boston, as head of the penmanship department. At the end of his year there he severed his connection with the school to become principal of the commercial department of the Haverhill, Mass., public schools. He is now in the midst of his third year of successful work in Haverhill.



## W. H. BERGERM.

Born on a farm in Indiana on October 29, 1868, of German descent, W. H. Bergherm started life after the manner of many of the successful men of the present day. His early education was received in the country school and the township high school, but not content with this he later attended the Kansas Normal College, at Fort Scott, Kan., where he graduated from the commercial and penmanship departments. During the eight years following his graduation Mr. Bergherm taught in commercial and graded schools—was for five years principal of high schools and conducted teachers' summer training schools for three years. Six years ago he took his splendid equipment of training and experience to Aaker's Business College, Fargo, N. Dak., where he has since been doing good work for the cause of business education. As could be seen from a casual glance at his work with the pen, Mr. Bergherm has made a special study of that branch, and is also deeply interested in other commercial branches and shorthand. He has been uniformly successful in his educational work and his enthusiasm has never failed to inspire his pupils with interest in their work.



## C. C. CRING.

While Charles C. Cring objects to being classed as an artistic penman, and considers himself more of an organizer and manager than teacher of writing, the success of the penmanship classes under his supervision, as well as the vigorous swing of his own hand, justifies classifying him among those who lead in the work of advancing the cause of business writing. Mr. Cring is just past forty years of age, having been born in what he refers to as the "proverbial log cabin," on May 25, 1867, in Delaware County, Ohio. He was only eighteen when he began teaching, and for five years continued as teacher during the school months and pupil during vacation. His first work as teacher in a business college was with the old Columbus Business College, where he remained two years. This experience was followed by two years with the Chillicothe Business College. An opportunity then presenting to purchase a school in Massillon, Ohio, Mr. Cring became a school proprietor, but in 1898 sold out to H. G. Yocom. The next four years were spent in South Bend, Ind., as proprietor of a school, and under his management the enrollment increased from 150 to 500 annually. In 1902 he sold the South Bend institution, purchased the Logansport Business College and organized a school at Kokomo. The next year he was instrumental in organizing the Indiana Business College Co., which now operates nine successful schools. Mr. Cring resides in Indianapolis and manages the Central Business College, where he is recognized as one of the leaders in commercial educational work. He announces that the last year has been the most successful in the history of the schools with which he is associated.



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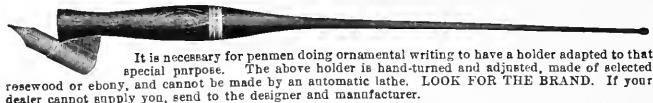
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Getting—WE MAKE GOOD.*

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have studied penmanship under old methods and failed to acquire a rapid business hand or an accurate professional style, enroll with us, as we guarantee to make you an expert or refund your money. All branches of Penmanship and Pen Art taught.

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Sold by Stationers Everywhere  
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The most popular pens are

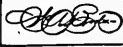
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Writing. Circular for stamp.

W. A. BODE, Fair Haven, Pa.

### RULES FOR THE SHORTHAND CONTEST

To Be Held at the Normal School, Providence, R. I., Saturday, April 10, 1909, at 9 A. M., Under the Auspices of the Eastern Commercial Teachers' Association.

There will be six tests, dictated as nearly as possible at the following speeds, for five minutes each: Actually delivered speech or judge's charge, 200, 220, 240; testimony, 240, 260, 280. ("Q" and "A" will be dictated and counted.)

Contestants, whether for the Eagan Cup or the Miner Medal, may take any or all of these dictations, but the committee recommends commencing with the first test and continuing until each contestant has reached his limit of speed.

Contestants may compete for the Eagan Cup or the Miner Medal, or both.

The contest for the Eagan Cup will be open to all shorthand writers without restriction.

The contest for the Miner Medal will be open to those shorthand writers who have had not more than ten years' continuous study and practice in the art of shorthand writing. (This rule shall not bar from the contest the present holder of the medal.)

At the close of the dictations each contestant will be allowed fifteen minutes to examine his notes and to select those he wishes to transcribe. Each contestant shall select for transcription one test on the speech matter and one on the testimony, and the award will be made to the contestant having the highest aggregate number of words correct in the two transcripts, after deductions have been made for errors. (Contestants may transcribe as many of the tests as they desire, but they must select one from each class to be handed in to the judges.)

In computing results the committee will deduct one word from the gross number of words dictated in each test for each error.

Each and every variation from copy, including omissions and additions, will be counted as errors; except that no deduction will be made for changes in punctuation where the meaning is not changed.

Each contestant may transcribe his notes in any way he chooses, but the committee prefers typewritten transcripts, and typewriting machines will be furnished to all desiring them. All competitors will transcribe in one room, to which only contestants, members of the contest committee, and one person selected by each competitor as a watcher, may be admitted. If a contestant does not transcribe his own notes, he may furnish a typewriter operator to transcribe them for him, but said operator will not be allowed to be present while the dictations are being given. No one will be permitted to communicate with a contestant while the transcripts are being made.

Six hours will be allowed for transcription, but one transcript must be handed in at the end of or before the expiration of three hours.

The matter to be dictated will be carefully selected, and provision will be made that no possible opportunity be afforded any contestant to have access in advance to any of the matter to be dictated. As far as possible the matter selected will be free from proper names and technical expressions.

A brief synopsis of the case, or a statement of the subject matter of the speech, will be read in advance of each reading.

There will be a brief interval for rest between each dictation.

Preliminary readings will be given, that the contestants may become familiar with the voice and enunciation of the reader.

The committee reserves the right to make any changes in

the above rules. In case any change is made, due notice will be given to the contestants.

CHARLES C. BEALE, Chairman.  
OSCAR L. DETWEILER,  
GEORGE A. McBRIDE,  
JAMES N. KIMBALL,  
CHARLES F. ROBERTS,  
AUGUSTUS T. SWIFT,  
EDWARD H. ELDRIDGE, Secretary.

Those intending to compete should notify Charles C. Beale, 8 Beacon street, Boston, or Edward H. Eldridge, Simmons College, Boston.

### TYPEWRITING CONTESTS

The Eastern Commercial Teachers' Association will hold the annual typewriting contests at its convention at Providence in April under practically the same rules which have governed the two preceding contests.

The "Journal Trophy," which is a silver cup valued at \$100, will be competed for again in the "World's Championship Contest." Miss Rose L. Fritz won the trophy at Boston in 1907, and again at Philadelphia in 1908. The trophy is held by the winner until it is won by some one else at an annual contest.

A gold medal, valued at \$25, will be prepared for the winner of the "School Championship Contest." This medal becomes the absolute property of the winner.

The above prizes are offered by the Penman's Art Journal, of New York.

**Eligibility:** Any one may enter the "World's Championship Contest," but the "School Championship Contest" is open only to those who began the study of typewriting since January 1, 1908, and who have since that date spent some time in either a public or a private school as students of typewriting.

A detailed statement of the regulations governing the contests will be published in the educational papers next month. Any persons who are thinking of entering the contests should communicate with the chairman of the committee and receive a copy of the rules as soon as they are definitely agreed upon by the members of the committee.

**Committee:**

GERTRUDE CRAIG, Simmons College, Boston.  
GERTRUDE HARVEY, Rhode Island Commercial School, Providence, R. I.  
F. G. NICHOLS, Chairman, Rochester Business Institute, Rochester, N. Y.

One of the events of the month of January in Lawrence, Kan., was the annual reception to the students of the Lawrence Business College, given by the faculty on the 9th. The faculty proved themselves to be royal entertainers.

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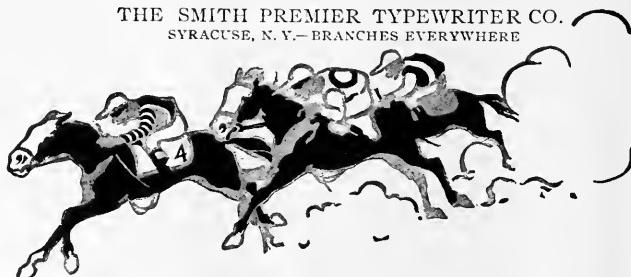
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## Regents' Examination Questions

FOR BUSINESS SCHOOL, HIGH SCHOOL, COMMERCIAL TEACHERS, STENOGRAPHERS, TYPISTS, BOOK-KEEPERS, AND CORRESPONDENTS

1. What are the title and salutation to be used in addressing firms composed of men and women?
2. Do you address above described firms as "Messrs. Smith, Brown & Co." and salute them as "Gentlemen" or "Messrs. and Mesdames Smith, Brown & Co." and salute them as "Gentlemen," or "Gentlemen and Ladies"; or what style do you use?
3. How should a married woman sign a business letter?
4. Why is any other point but the colon wrongly used after the salutation?
5. What rules govern the formation of hyphenated or unhyphenated compound words?
6. What determines the placing of quotation marks before or after the comma, semicolon, colon, and the interrogation point?
7. Can you explain effectively the principles that determine the paragraphing, use of display type, balancing on the page, capitalizing, and isolation of words that describe an order for goods so that your pupils can understand?
8. Can you describe how to divide figures as a word at end of line?
9. What is the plural for "Dear Madam"?
10. Can you give the rule for the use of "&"?
11. Is there a gain or a loss in speed in typewriting the abbreviations "inst.", "ult.", and "prox."?
12. Can you define these terms? Stet, verbatim, c. i. f., et al., ss., s. s.

In the "Style Book of Business English," there are 230 questions like the above, besides a hundred pages of the theory of correspondence, with specimen letters, covering the whole field in detail that every teacher of Business English or stenographer or correspondent or book-keeper, ought to know.

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Style Book and Key sent, postpaid, on receipt of 75c.

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We are happily surprised, and very thankful, for the liberal patronage accorded us. Our prices are reasonable; we are generous and courteous, and think you will find us a pretty good concern to do business with. Catalog free.

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P. S.—In September, 1908, we began mailing sample penmanship certificates to the Business Schools in the United States and Canada. Before we had completed our mailing list, orders came to us from as far South as Waco, Tex.; as far West as Pasadena, Cal.; as far North as Berlin, Ontario, and some from the Middle West and Eastern States. Rasmussen Practical Business School, St. Paul, ordered 400 copies; Winter Hill Business College, Somerville, 1,000 copies; Salem Commercial School, Salem, 400 copies; Toby's Practical Business Colleges, New York City and Waco, Tex., ordered two special designs, etc. They are inexpensive and have an advertising value to the school awarding them. Samples and prices on request.

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The graceful curves, flowing movement and light lines of  
GREGG SHORTHAND appeal to good longhand writers.  
Those fundamental principles of writing which in longhand  
have proved sound are what make Gregg Shorthand so

## SUCCESSFUL

If you have not investigated Gregg Shorthand, write for the  
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### Expediencies vs. Crippled Principles

#### CHARTIER-GREGG SHORTHAND CONTEST at JERSEY CITY, N. J.

##### OFFICIAL REPORT

DRAKE SCHOOL			SPENCER SCHOOL		
PUPIL	Aug. 29 Total Words Credited	End of Contest	PUPIL	Aug. 29 Total Words Credited	End of Contest
Ada Munson...			Clara Boorman		
Edith Evans...			Mildred Payne.		
Seville Smith...	4576	5121	Gladys Taylor.		
Anna Lohse...			E. Buermeyer..		
Salome Tarr...			A. Jarvis.....		
J. W. Rush....			E. Decker.....	4330	5293

Examine the figures in above report. Note that at the end of four months, August 29th, the Gregg students were (4576-4330) 246 words ahead; then look at the close of the contest, October 24th, when Chartier students were (5293-5121) 172 words ahead. A clear gain for the Chartier students in less than two months of (246 plus 172) 418 words on the Gregg students. Think of it, 418 words, a gain for each Chartier student over the Gregg student of 69.2-3 words in two months, August 29th to October 24th.

"Chartier Shorthand is so simple that a child can learn it. It has equally as great advantages from the standpoint of view as other standard systems." Eastman Business College, Poughkeepsie, N. Y.

Free mail course to teachers.

CHARTIER-SPENCER PUBLISHING CO.,  
New Orleans, La.

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Does enthusiasm flag in the Spring?  
Does the work begin to lag in the Spring?  
Does the tendency to dream  
And to shirk the lessons seem  
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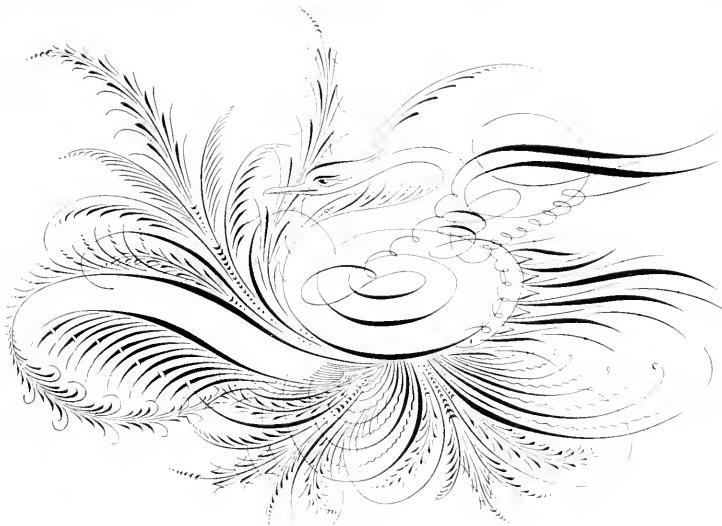
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# PENMAN'S ART JOURNAL

VOL. 33

MARCH, 1909

NO. 7



FLOURISH BY M. B. MOORE, MORGAN, KY.

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THE JOURNAL is published monthly in two editions.  
 THE PENNANT'S ART JOURNAL, 32 pages, subscription price 75 cents a year, 8 cents a number.

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Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

"TIS NOT IN MORTALS TO COMMAND SUCCESS, BUT  
 WE'LL DO MORE, DESERVE IT."

## PROVIDENCE AND THE CONVENTION

Not less important to the teachers and business school men of the East than the National Commercial Teachers' Federation to those of the country at large is the Eastern Commercial Teachers' Association, the annual Convention of which is to be held in Providence on the 8th, 9th and 10th of April—in fact, because it draws from a more limited area and therefore is more easily accessible, it doubtless gets closer to the individual members than does the greater organization; and the association has been so admirably conducted that it has been notably successful in winning the support of those who should be interested in it.

As ought to be the case in a progressive institution, the preparations for the Convention of 1909 are more complete than those for any of its predecessors. All those entrusted with the management of its affairs for the year have been unremitting in their efforts, and the result is seen in a programme which is worth going hundreds of miles to participate in. Even at this early date the preparations are practically completed, and everything is in readiness for the invasion at Easter-time.

Of the preparations that have been made, E. M. Hull, president of the Association, writes most enthusiastically. The appointments and facilities of the hotel selected as the gathering place of the visitors are, he says, excellent, and the management have given assurances that the comfort and entertainment of the members will be looked after with great care and courtesy. A special rate has been made for rooms,



WILFRED B. PHILLIPS.

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and the accommodations cannot fail to be entirely satisfactory to all.

As will be seen from the programme, the Executive Committee has been very successful in the arrangement of the programme and in the selection of the speakers who will address the meetings. Mr. Hull is certainly justified in his prediction, after looking over the list of men and women who will participate in the events of the Convention, that those present will receive a treat beyond their highest expectations. Aside from the numbers on the programme there are some surprises in the way of entertainment which will add to the pleasure of the occasion and give the people of Providence an enviable reputation as royal entertainers.

At the banquet there will be much to appeal to the physical as well as the intellectual man and woman. The speakers at the table have been no less carefully selected than those for the platform in the convention hall itself. A reception will be held in one of the rooms of the Normal School Building, which will be beautifully decorated for the occasion. On Thursday morning the visitors will have an opportunity to see the sights of one of the finest and most interesting old cities of America, and those in charge of this feature know every inch of the ground, so the tour will be rich in historic interest.

All that now remains is for the members of the Association and those who are not members, but ought to be, to take advantage of the opportunity and begin at once to plan attendance at this Convention. We echo the hope of President Hull that inasmuch as the success of the meeting depends upon a large attendance, to a greater or less extent, there will be such an outpouring of business educators as will tax the capacity of the hotel and convention rooms to the utmost. To use a popular phrase, it is up to the teachers and school proprietors themselves now, and we have no doubt that they will respond enthusiastically to the call so enthusiastically given.

# The Young Man's Page

BY  
THE  
EDITOR

Honesty for its own sake is manhood's highest conception of it. He who does not do right because it is right, but from other and less admirable motives, cannot be considered a true type of manhood, but it is better to do right from any motive than not to do right at all. It is well for the young man to remember, therefore, that we have abundant testimony to prove that in general honesty is a dividend-paying investment, and that crookedness in dealing with one's fellow man does not pay.

Nearly every young man who reads this article is now or shortly will be a business man. He is preparing himself, not for the so-called learned professions, but for a part in the business life of the country, a calling not less honorable, and not less profitable, than that of the lawyer or the physician. Commerce is the life-blood of the nation, and upon its conduct will depend to a great extent the standing of the nation among the powers of the earth.

It is because of the commercial supremacy of England and Germany that they stand out so prominently in the international affairs of the Continent, and, in fact, of the whole world. Civilization has to a large extent followed commerce, and upon the character of those who carry the trade of the country into foreign lands will depend the estimate which the inhabitants of those countries accord to the country from which these traders come. And it is because of the introduction of intoxicants into barbarous lands through commerce that much difficulty has been experienced, in many instances, in bringing the people to see the benefits of civilization generally.

The topic of honesty is an old and perhaps almost threadbare one, but because of its importance we may perhaps be pardoned for emphasizing it again. The first lesson of absolute honesty should be learned in school, and many a boy has laid the foundations of an inglorious future by cheating not his teachers but himself in his school work. The brightness which enables the pupil to get through his lessons without learning them is not the sort of brightness that the world needs, and is not the kind that most business men want. Around the rocks of business failure may be found the wrecks of many business careers launched under the deceptive flag of dishonesty.

One recent illustration may serve to point a moral and adorn a tale. The young man in question was exceptionally bright, as was proved by his ability to make application for, secure and hold a rather difficult position as bookkeeper with very little training in that branch. The place was with a large firm, and so well did he do his work that he was advanced to a more important place in the cashier's department.

His salary was not large, and of course there was a temptation to take some of the money which passed through his hands, but he had managed to get along on a smaller salary, and with the larger income in the more important position he should have done very well. He made the mis-

take of many young men, however, of trying to live a little beyond his income, and found that in order to meet his expenses he had to take a little money now and then from the company.

For two years he was successful in covering up his peculations, and the whole thing seemed so easy that he at last diverted a check for some hundreds of dollars. The loss was noticed, and traced to him. Within a week after his arrest he had pleaded guilty and was sentenced to two years in the penitentiary. He leaves behind to await his return a young wife and a family of honest and hard-working relatives who feel keenly the disgrace that has been brought upon the name.

Even if this were all it would not be so bad, but when he is released, after serving his time, he will find the greatest difficulty in securing employment of any kind. His record will be against him. No one will wish a man who has yielded to the temptation to take that which did not belong to him. What assurance have they that he will not do again what he has done once?

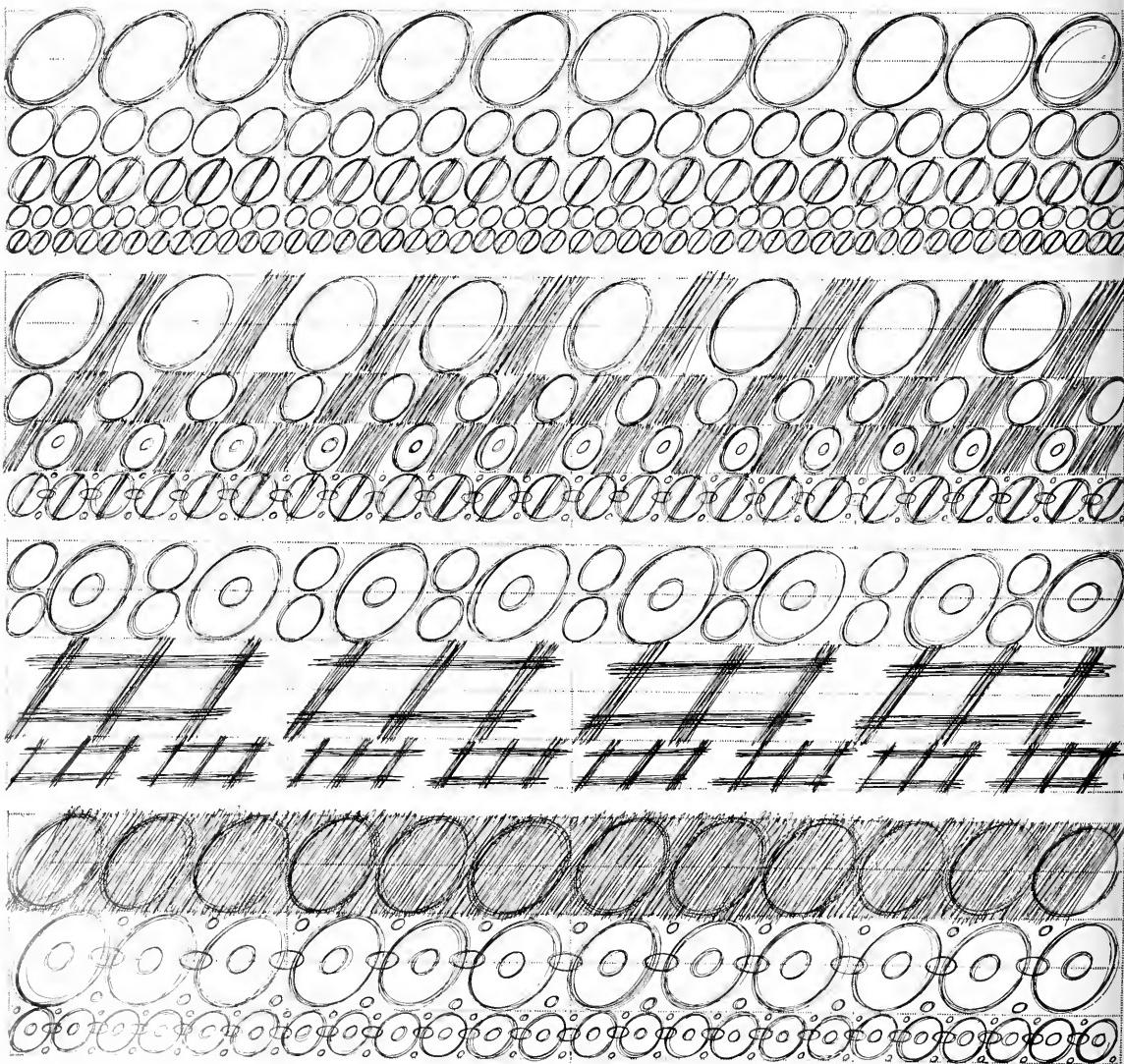
Yet this young man was not bad at heart. He was generous, kindly, and on many points had showed himself to be possessed of high principle. He merely yielded to the temptation which sooner or later will come to every young man—to take that which did not belong to him. No doubt he hoped to return it before the loss was discovered. His only excuse when brought before the judge was that he tried to live on a small income up to the standard of men with larger incomes.

This is the material side, but, after all, the real value of character building is in the character when it is built. The high ideal is worth living up to for its own sake. It is worth while to do the good deed because it is right to do it. The men who get the greatest satisfaction from life are not the ones who have achieved great worldly success by dishonest methods, but those who, however great or small their material reward, have lived up to the letter of the highest moral law. This may not be apparent to the young man when he starts out in life, and he may be disposed to question it, but if he lives to maturity, no matter what career he has chosen for himself, whether an honorable or a dishonorable one, he will freely admit the correctness of the statement that it is worth while to be honest.

## PINK WRAPPER

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

**CHANGE OF ADDRESS**—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clisher or teacher who sent in your subscription, but write to this office direct.



REVIEW OF MOVEMENT DRILLS.

Richard forgave Rudolph readily.

Science accepts Darwins opinions.

Willies writing becomes erratic.

SENTENCES GIVING PRACTICE ON CAPITAL LETTERS.

autumn bovine cranium dominion

eliminate feminine gunning hammers

immense joining luminous mummie

nominee ominous premium quinine

ruminates simmers terminus unlimited

volumes wampum xanthine yeomanry

adamant blubber concoct deduces

element fifties giggles hitches

illicit jealous knuckle lulling

mummies innings oolongs pippins

quinque runners success titters

WORDS OF SEVEN LETTERS EACH, REVIEWING THE SMALL LETTERS.

A specimen of my business writing. Ann

Business writing for business purposes. B

Common-sense, practical business forms. C

Devote time and energy to writing. Dev

Easy movement and plain forms. Easy

Fine writers are in demand. Farnsworth

Good, smooth lines are desirable. Gain

Have you good writing materials? Have

I am gaining daily in my plain writing.

Join letters with care. Inman Iowa J

K L - watch last part of letter. K L L T

Learn to write with ease. Lansing & La

Movement and form go hand in hand. Mt

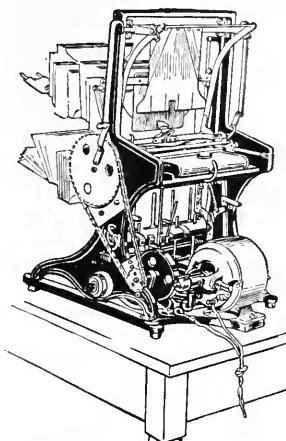
No right effort is wasted in learning to write.



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Knowing How to Use the Envelope Sealer. Simplex Manufacturing Co., Chicago, Ill.



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Knowing How to Use the Adding Machine. Manufactured by Mercantile Adding Machine Co., Norwalk, Conn.



Knowing How to Use the Fountain Envelope Sealer. Manufactured by Woodson L. Craig Co., San Francisco, Cal.

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R. J. Wallace,  
Denver, Col.



George H. Zinnell,  
Minneapolis, Minn.

STUDENTS' SPECIMENS

The specimens of students' work received during the past month are of a very high grade, and we take pleasure in mentioning those from the following schools:

Eagan School of Business, Hackensack, N. J., J. C. Allen, instructor.

Gem City Business College, Quincy, Ill., J. M. Latham, instructor.

Lima (Ohio) Business College, C. J. Gruenbaum, instructor.

North Star College, Warren, Minn., C. E. Sjostrand, instructor.

Newton (Iowa) High School, O. J. Browning, instructor.

Steward Large Business Institute, Trenton, N. J., E. H. McGhee, instructor.

Pennsylvania Business College, Lancaster, Pa., C. A. Zarker, instructor.

New Haven (Conn.) Public Schools, Harry Houston, supervisor.

Hoboken (N. J.) High School, M. M. Van Ness, instructor.

Pasadena (Cal.) High School, Chas. L. Lewis, instructor.

Leech's Actual Business College, Greensburg, Pa., J. W. Jacobs, instructor.

Northwestern Business College, Chicago, Ill., C. M. Morris, instructor.

Metropolitan Commercial College, E. St. Louis, Ill., S. N. Falder, instructor.

Henager's Business College, Salt Lake City, Utah, E. A. Bock, instructor.

Douglas College, Connellsburg, Pa., B. F. Overstreet, instructor.

Luther Academy School of Business, Wahoo, Neb., J. M. Ohlund, instructor.

Evening Technical High School, Scranton, Pa., H. L. Burdick, instructor.

International Business College, Ft. Wayne, Ind., J. N. Fulton, instructor.

F. B. Evans, Des Moines, Iowa.

E. A. Stiles, Columbus, Ohio.

F. S. Hueber, Syracuse, N. Y.

C. W. Dames, Pottstown, Pa.

C. C. Chivinskie, Shenandoah, Pa.

Vary Mengle, Scranton, Pa.

Caroline L. Vrooman, London, Ont.

R. C. Stokesberry, Osgood, Mo.

Hugo Linner, Minneapolis, Minn.

Arthur Metevier, Chicago, Ill.

Carl Waldheim, Newark, N. J.

Lewis Hile, Santa Cruz, Cal.



E. C. Watkins,  
Fargo, N. D.



E. F. Whitmore,  
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Mortimer Plunkett,  
Centre Line, Mich.

# Students' own Page

Every student subscriber of THE JOURNAL is earnestly invited to contribute to this page. The best specimens received each month will be reproduced for the purpose of encouraging the students of writing generally.

That the work may show up to the best possible advantage, the following rules should be observed:

1. The writing should be done with jet black ink—fluid India ink preferred. This can be purchased at any stationery store.

2. Send not more than two lines.

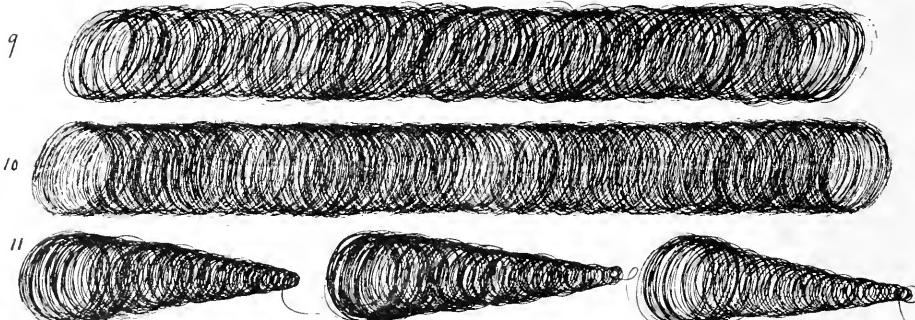
3. See that the lines are exactly eight inches in length.

We hope to receive a nice lot of movement drills during the coming month.

- 1 Laugh and the world laughs with you.
- 2 sure sure sure sure
- 3 Viola Viola Viola Viola.
- 4 Each one should do his best.

## Specimen of my writing.

- 5
- 6 A line of my business penmanship
- 7 A specimen of my best business writing.
- 8 Remember that practice makes perfect.



The specimens above were written by the following students: 1. Leo Carter, student of J. M. Latham, Gem City Business College, Quincy, Ill. 2. Ross Edminson, student of Chas. L. Lewis, Pasadena, Cal., High School. 3. Albert Johnson, student of C. E. Sjostrand, North Star College, Warren, Minn. 4. J. W. Honeysett, student of J. J. Bailey, Technical High School, Toronto, Ont. 5. Lewis Hile, student of Heald's Business College, Santa Cruz, Cal. 6. Emah Cowgill, student

of J. N. Fulton, International Business College, Fort Wayne, Ind. 7. Florence Thorstingberg, student of J. M. Ohslund, Luther Academy, Wahoo, Neb. 8. Elsie Eppel, student of M. M. Van Ness, Hoboken, N. J., High School. 9. Hazel Keith, student of O. W. Breidenthal, Lenox College, Hopkinton, Ia. 10. Mary C. Trenker, student of B. F. Overstreet, Douglas College, Connellsburg, Pa. 11. Vary Mengle, student of H. L. Burdick, Evening High School, Scranton, Pa.



**T**HE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it worth at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

#### RECENT JOURNAL VISITORS

B. D. Hakes, Eastman School, New York City.  
 C. C. Lister, A. N. Palmer Co., New York City.  
 M. M. Van Ness, Hoboken, N. J., High School.  
 M. F. Bellows, Drake College, Orange, N. J.  
 L. S. Brown, Brown's Business College, Bridgeport, Conn.  
 G. H. Gilbert, Bristol County Business School, Taunton, Mass.  
 L. C. Horton, Coleman's National Business College, Newark, N. J.  
 A. N. Palmer, A. N. Palmer Co., New York City.  
 W. H. McCarthy, Walworth Business School, New York City.  
 C. G. Prince, Supervisor of Writing, Bridgeport, Conn.  
 N. A. Fulton, Merrill College, South Norwalk, Conn.

#### MOVEMENTS OF THE TEACHERS

Ashton E. Smith, of St. George, Ont., has been added to the staff of the Marion, Ohio, Business College, as assistant in the commercial department.

W. H. McCarthy, late with the Springfield, Mass., Business School, is now connected with the Walworth School, New York City.

D. J. Hostetter, formerly of the Metropolitan Business College, Chicago, Ill., is now with the Central Business College, of that city.

I. L. Smith, of Sayre, Pa., has secured the services of Miss Alice Warman to teach Charter shorthand in his new school.

C. H. Mumma, of the Wakefield, Mass., High School, is now in charge of the commercial department of the Augusta, Me., High School.

M. F. Bellows, late of the Drake College, Newark, N. J., is now principal of the Drake College, Orange, N. J. Mr. Bellows is especially well fitted for this position, and we know he will make a splendid success of his work.

S. C. Diver, of the Wooster, Ohio, High School, is principal of the commercial department of the Detroit, Mich., Commercial College, and J. W. Morris, of West Kentucky College, Mayfield, Ky., is in charge of the initiatory department of the same school.

Thibodeau's Commercial College, Fall River, Mass., has added Richard F. Aust, of Lymansville, R. I., to its teaching staff.

Miss Myrtle L. Thurston, a recent graduate of the Lansing, Mich., Business University, is now teaching at the Hillside, Wis., Home School.

W. E. Benscoter, a Harvard graduate, is filling a substitute engagement with the Technical High School, Springfield, Mass.

The commercial department of the Flemington, N. J., High School, is now in charge of Warren N. Drum, a recent graduate of the Lackawanna Business College, Scranton, Pa.

A. C. Peck is now commercial teacher in the El Dorado High School, Placerville, Cal.

W. A. Goodrich, of Sadler's Business School, Baltimore, Md., is the new commercial teacher in the Springfield, Mass., Business College.

The Central High School, of Cleveland, Ohio, has secured the services of C. G. Davis, of Marion, Ohio.

G. F. Sawyer is now teaching in Heald's College, Riverside, Cal.

A. T. Adams, formerly with the Minnesota School of Business, Minneapolis, Minn., is now commercial teacher in the Southside High School, Minneapolis, Minn.

The new shorthand teacher in the Yonkers, N. Y., High School is Miss Emma G. Bates, of Oneonta, N. Y.

#### INVITATIONS RECEIVED

The students of the Auburn, N. Y., Business School, class of 1900, cordially invite you to attend the nineteenth annual reunion and dance, to be given at Music Hall, Friday evening, February 10, 1900.

You are cordially invited to attend the annual dancing party given by the students of the Utica, N. Y., School of Commerce, Lincoln's Birthday, Friday evening, February 12, 1900.

J. W. Downs, of East Providence, R. I., has, according to the *Chicago Tribune*, gone to Chicago "to become special teacher of writing in the public schools, and incidentally to revolutionize the penmanship of pupils and teachers." Apparently the vertical writing fad has run its course in Chicago, and the era of rational writing is at hand. Mr. Downs has a large task to perform, but the Board of Education evidently feels confident of his ability to make a success of it.

There is nothing slow about the Mosher-Lampman Business College at Omaha, judging from the figures they give of their attendance, and for a new school the record is quite remarkable. Their enrollment for the first year was 230, and the daily attendance at the time of their last report to us was 170. We can readily appreciate their statement that they have been very busy.

# News of the Profession

Coler's Bulletin, of Brooklyn, which is running a series of cartoon-like cuts under the title of "The Coler Bulletin Gallery of Brooklyn Notables," devotes a prominent half page to M. L. Miner, of Miner's Business Academy, saying among other things that "Mr. Miner has had great success with his pupils, and many of those who learned the lessons of commercial life under his direction now occupy places at the forefront of the business affairs of the borough." Mr. Miner deserves the best that can be said of him.

The Rhode Island Commercial School, Providence, sent out to its friends souvenir postal cards in honor of the centennial anniversary of the birth of Abraham Lincoln. It was an excellent reminder of a first-class institution.

We must assume that the reference made by W. J. Stillman, of the Northern Business School, Watertown, N. Y., to the deceitfulness of riches, is intended to be taken humorously, for it states that the school is having a record year, with more pupils than ever before in its twenty-year history. The "cares of the world" must, however, under the circumstances, be present in full force. He adds that he couldn't get along without *The Journal*, and as we should dislike to get along without him we hope he won't try.

On the second of February a ten-pound daughter was brought to the home of Mr. and Mrs. H. G. Yocum, of Massillon, Ohio. The name is Marjorie Joy, and we hope the middle name of the little lady is significant of what she will bring to her parents throughout a long lifetime. Mr. Yocum is with the Yocum Business College.

Among the portraits shown at the one hundred and fourth annual exhibition of the Pennsylvania Academy of Fine Arts, which is open to the public until March 14, are four which are considered by the art editor of the Philadelphia Evening Bulletin to be worthy of special mention and reproduction in his paper. One of these is a portrait by Richard Blossom Farley, son of the well-known penman D. H. Farley, of Trenton. Mr. Farley has won a most enviable place in his profession.

A somewhat erroneous impression seems to have gotten abroad relative to the school situation in Norwich, Conn. Messrs. Crandall and Donnelly are, respectively, president and treasurer, as well as managers, of the Norwich Commercial School, and H. W. Strickland, formerly of Goldey College, at Wilmington, went to the Norwich Business College, of which Mr. Canfield is manager.

At the annual banquet of the Brooklyn Y. W. C. A. Miss Helen Hemingway, responding to the toast, "The Well Trained Employer," spoke humorously and made some points which, from the standpoint of the office boy, it would be well for the manager of the business to heed. Taken seriously, there are some excellent hints for the office boy himself. Miss Hemingway is a graduate of the commercial department of the institution.

S. E. Large, of the Steward-Large Institute, at Trenton, was off duty on account of illness during the latter part of January, with the result that the rest of the force was extremely busy looking after the school, which has been augmented by nearly fifty new pupils since December 1.

J. R. Anderson, for many years principal of Barnes Business College, in St. Louis, and later with the Brown Business

College Company, has purchased the Barnes School, in the Board of Education Building, and writes that the January business of the school was the largest in its history. Mr. Anderson is an exceedingly capable school manager, and can be depended upon to make the institution more successful than it ever has been under its former able management.

Under the management of J. C. McIntyre, who has been in charge of the Iron City Business College, of Pittsburg, since June 1, 1908, that institution has been making rapid progress. Its location in the Wabash Building is convenient to all parts of the city, and its equipment is thoroughly modern in every respect.

A recent issue of the North Adams, Mass., *Transcript* reported in full the speech of S. McVeigh, president of the Merchants' Association, delivered at their annual banquet. Mr. McVeigh is also president of that very successful school, the Bliss Business College.

The members of the Commercial Club, of Cleveland, Ohio, and their families enjoyed, in the course of a two-hour lecture, a cruise with H. T. Loomis, of the Practical Text Book Company, through the Mediterranean to the Orient. The trip was illustrated by a hundred stereopticon views, and excellent music was furnished. Under the guidance of Mr. Loomis such a trip could not fail to be a highly interesting and instructive one.

There is such a thing as being too popular, apparently, for the *Morning News*, of Wilmington, Del., says that efforts will be made to force R. J. Maclean, of Goldey College, to again accept the presidency of the Wilmington Board of Trade. We congratulate them on their good judgment, and in the interests of the city hope Mr. Maclean may be induced to accept the honor again, if he can do so without too great a sacrifice.

We learn through the *Mountain View Leader* that Daniel T. Ames, long the editor of this magazine, but now a resident of California, who has been quite ill for several weeks, is sufficiently recovered to be out on the streets again. During his illness he was compelled to decline to serve as handwriting expert in several important cases in which his services were sought. The ability of Mr. Ames is so well recognized that he is kept busy a great part of the time on high-class expert work.

Three hundred and eighteen pupils registered in one class, penmanship, at Fremont College, Fremont, Neb., is the latest record of that institution under G. H. Mohler. Mr. Mohler is teaching movement in writing by means of the phonograph, several records being kept in stock, the music of which corresponds to the movement in penmanship.

According to F. E. Barbour, of Greenwich, Conn., who ought to know, the Mayor of Philadelphia recently declared that the banking and business practice room of the Greenwich High School is the finest he has seen outside the City of Brotherly Love. The department is growing with great rapidity.

That sterling institution at Springfield, Mass., Griffin's Springfield Business School, moves into what Mr. Griffin refers to as the most elegant school quarters in the country early in March. The institution enjoys a most enviable reputation, and Springfield is to be congratulated upon having so capable and energetic a man as Mr. Griffin to train the future business men and women of the city.

## RAPID CALCULATION

By E. E. GARD, St. Joseph, Mo., Business University.



In presenting my subject, "Methods and Results in Teaching Rapid Calculation," I have no new theories to offer, and neither do I presume to know more about this subject than many others.

I shall give only a few of the methods I use. Teaching students to calculate rapidly is now a part of the work in every business college, but it has not been many years since this particular work was not thought of sufficient importance to conduct a special class in rapid calculation and spend from twenty to thirty minutes daily in practical drills. Now we look upon this subject as one of the most important in our curriculum, and book publishers have recognized this fact and are offering rapid calculation texts.

As addition is the foundation for the fundamental operations of arithmetic, I give much time to this; in fact a great deal of the work I give is addition in some form. I usually dictate such numbers as I think my class capable of handling, giving the numbers in two, three, four, five or more columns. Part of this work is written on the blackboard, and after the class announces the result I have them add in concert with me.

I never recommend special combinations of figures—that is, combinations of two or three figures that will make ten, as I do not believe in that method. I know some do not agree with me, but I maintain that it should be just as easy to add 9 and 7 or 6 and 8 as it is to add 6 and 4 or 5 and 5. No one has reached the highest degree of proficiency until all combinations come to him readily alike. I have practised this, and believe I can demonstrate my theory.

I usually spend about thirty minutes each day in rapid calculation, and devote about half of that time to addition. Some of this is cross addition and with this I combine fractions in quarters, such as are used in wholesale dry goods houses particularly.

In connection with these drills in cross addition, I have my students multiply these results by aliquot parts of 10, 100, etc. I give this because many students are expected to take positions where this work is required. Some schools may not find this so practical. I believe in giving work that will not only train and discipline the mind but also that is practical, that which my students will be called upon to practise. I make myself familiar with what is required in the business houses and keep constantly in touch with their requirements.

I believe in spending some time with simple multiplication, for I find many students need this very much. All the time in any of my work I insist on accuracy—that an answer is worth nothing unless it is absolutely correct. Accuracy must precede speed, then they must go together. We must never lose sight of this truth. If we do, we shall be disappointed with the results.

I think it is well to give some work in cross multiplication, and perhaps one of the best ways to fix this in the minds of the students is to give them some of the principles on which this is based, such as the product of the units by the units equals the units of the product; the product of the tens by the units, plus the product of the units by the tens, equals the tens of the product; and the product of the hundreds by the units, plus the product of the tens by the tens, plus the product of the units by hundreds, equals the hundreds of the product.

I regard the drill in interest as one of the most profitable, not only because it is practical, but because of the mental drill, and I use the method in general use, sometimes called the sixty-day method, based on the principle of pointing off two places for 1% for 360 days. I teach that 1% for 360 days is equivalent to 2% for 180 days, 3% for 120 days, 4% for

for 90 days, 4½% for 80 days, 5% for 72 days, 6% for 60 days, 7½% for 48 days, 8% for 45 days, 9% for 40 days, 10% for 36 days, and 12% for 30 days.

I would illustrate this with simple problems, such as:

\$45 for	90 days at	4%
\$45 for	180 days at	4%
\$45 for	45 days at	4%
\$45 for	15 days at	4%

I point out the fact that there are three terms, the principal, the time and the rate, and then lay down the principle that if the product of any two of the terms is equal to 36, that we point off three places in the other term; if the product of two of the terms is equal to 300, we point off two places in the other term; that if the product of two of the terms is 3600, we point off one place; and if the product of two of the terms is 36,000, the interest is equal to the other term considered as dollars. They must get the idea that it makes no difference which two terms we use, that the interest on \$60 for 10 days at 6% is the same as the interest on \$10 for 60 days at 6%, or the interest on \$6 for 60 days at 10%.

Much time paper is given for such amounts as \$100, \$200, \$300, \$400 and \$600, or some multiple of these, and the time, if given in months, may be readily reduced to days, hence this method is especially practical. In presenting this method, I teach them to watch for multiples and divisors of 36, 360, 3600 and 36000.

I never use rapid calculation texts except for supplemental work. The use of texts would eliminate much of the interest and enthusiasm of our work.

I have spoken of the method mostly, and now the results. These depend on the teacher, the methods and the class of students we have. The teacher must, of course, be competent, and many differ as to what a teacher's ability should be. In the first place, he should be able to lead his class in all the work he gives them. He should lead his class in adding and in fact all the work given. He should be full of enthusiasm; so interested in his work should he be that when he steps before his class every student is inspired with the same interest. He should be the very embodiment of enthusiasm. A teacher should always stand before his class, or move around among them, keeping them busy—so teach that each student will feel that the result depends on himself. With this kind of teacher and good methods, we will secure the best results with the average class of students.

I usually close my recitation with a rapid mental drill, combining all the fundamentals. I find this a fitting climax, as it creates an intense interest.

In the next issue of *THE JOURNAL* will be presented a full report of the meeting of the Connecticut Business Educators' Association, held at the New London Business College, New London, Conn., on February 20, at which the Brown Trophy, in the typewriting contest, was awarded. It was impossible to secure the report in time for publication in this issue.

The *St. John's Daily News* speaks highly of the work being done in the Springdale Street Commercial School, under the direction of P. G. Butler, principal of the institution. The *News* says the school is now becoming widely known throughout the country, many pupils being drawn from a distance. Mr. Butler is also editor of the educational department of the *Newfoundland Workman*, and one of Canada's many supporters of *THE JOURNAL*.

Adolph Mohler, of Kewanee, Ill., has changed the name of his penmanship school to the Kewanee Business College. While making a specialty of penmanship, Mr. Mohler's school also furnishes instruction in the commercial branches and shorthand.

# A FEW OWNERS AND DRAWDRAWS

by E. H. Norman

"PEACE ON EARTH, GOOD WILL TOWARD MEN"

  
S the question of efficiency of graduates is one of the most important that the business school manager has to meet, for upon it to a large extent depends the success of the school, the following paper read by Mrs. Walsh, of the Remington agency at San Francisco, at a recent meeting of the Business Educators' Association of California, will be of general interest. Her paper was a reply to the query, "Wherein are business college graduates weak in shorthand and typewriting?" She said:

The subject of this paper ought to be "Wherein are business college graduates weak generally?" rather than "Wherein are they weak in shorthand and typewriting?" At any rate, the answer is not going to be confined strictly to their weakness in shorthand and typewriting, as, now that I have an opportunity to say all the mean things I have been hoarding up for three and a half years, I don't propose losing that opportunity.

We will admit that a great many business college graduates are good in the ways in which they ought to be good—that is, in spelling, knowledge of form, shorthand and typewriting—but not the majority; and as it is the majority in which we are most interested, it is the majority which I propose to criticize. All the kind things I should like to say about my good boys and girls are going to be overshadowed by the other kind of things I am going to say about those who are not good—things that may cause the instructors of those criticized to have a desire for my scalp.

In the first place, we find that a very large number of business college graduates are too young, and have not the intelligence that ought to be possessed by those entering the business world. A very small percentage of graduates have attended the high school—many more young men, in proportion—and, startling as it may sound, not by any means all of those who come to us have finished the grammar school. As many of these come from families where the order of intelligence is not high, it is small wonder that they are, with few exceptions, hopeless failures. They are weak in every subject, and when given work which goes beyond their limited vocabulary the results are ridiculous in the extreme. For instance: One graduate said that fruit shipments were found to be "very slick" instead of "very slack," and admitted that she had never before heard the word "slack" used in any connection. Another, just a few days ago, wrote "Promite me to persent you," and when asked how she usually spelled "permitt" she said, knowing that "promite" must be wrong or she wouldn't be asked about it, that under ordinary circumstances she spelled it "premit." She always spelled "present" "persent." For "reduction" she had "reducation," and when asked in regard to that, said she had no idea whatever what "reduction" meant. Yet that graduate is the daughter of American parents, and was educated in the public schools of San Francisco, and, I regret to say, is but one of several we have come to us every little while.

Then, we have graduates who perhaps have a sufficiently solid foundation—have gone through the grammar school,

some of them through or half way through the high school—but who do not or will not (maybe cannot) use their heads. A great many graduates are machines—for that matter, so are a great many who were graduated five or ten years ago. They're not even as good as machines, for a phonograph will repeat accurately what is said to it, whereas these people repeat what they think is said to them. How thoroughly exasperating it must be to a business man who tells his stenographer to write a letter in a hurry, and when the letter appears to find that she has made some idiotic mistake, and when reprimanded say, with that air of injured innocence: "Why, Mr. Brown, that's what I have in my notes!"

A girl came to me one day in tears—anger and grief blended—and when asked what caused it all she said she had just left her place; that her manager had sworn in her presence, and as she was a lady and had never been treated that way before she very naturally resented it and resigned then and there. I asked her the cause of the profanity, and she told me. She had written "what her notes said," and it was so utterly ridiculous that I—well, I didn't swear, but I did laugh until our manager thought that position of mine offered altogether too many opportunities for hilarity; but when he heard it he laughed too. Did I blame that poor, much-tried man for swearing, and offer the stenographer my heartfelt sympathy? Not a bit of it! I told her she was an automatic piece of mechanism that ought to be retired from the active list—to forget that she was a stenographer and learn the art of washing or something else that didn't require more than two per cent of intelligence. She was highly insulted, and walked out with her head in the air. The last I heard of her she had married a real rich man and was in society—where she belonged all the time.

Why should they change what has been dictated to them—or what they think has been dictated? They are paid for taking dictation, and it takes many a hard knock to teach them that if an uneducated dictator says he "done" a certain thing, they are supposed to say on paper that he "did" it. Query: Why do teachers in business colleges always dictate matter that is grammatically and structurally perfect, leaving nothing for the student to do but transcribe notes that never have to be changed or corrected? Would it not be a good idea occasionally to dictate a little less distinctly, a little less accurately, and leave something to the intelligence and imagination, perhaps, of the student? We must admit that not all business men are well educated, well drilled in the English language, its uses and abuses—and why not give students while yet in college a taste of that which they may get after graduation? There may be very good reasons why this should not be done, but I should like to have it explained in a way that is convincing.

Again, we find that so many of these graduates have such a joyously high opinion of themselves when it comes to word signs. They absolutely ignore such trifles as "a," "an," "on," etc. If they do not consider them quite unnecessary they write them all alike, so that "but" is read "and," "on" "should,"

and so on down the line. We find, in nine cases out of ten, that nervousness and confusion result from either lack of familiarity with word signs or utter indifference to the way in which they are written. Very few graduates with a fair degree of education fail to read the larger words, but invariably come to grief on the "and's," "the's" and "but's." It is beneath their dignity to show consideration to the little things. Speed must be acquired at the expense of the poor, innocent articles, prepositions and conjunctions, harmless in their way, but oh! how necessary—as many a sixteen-year-old has found to her sorrow.

Now, this it hurts my feelings to be compelled to say, but I am going to say it out loud so every one will hear: Nearly every business college graduate that comes to us has had typewriting sacrificed to shorthand. It is true that students generally prefer shorthand to typewriting—they like to make those little black, wiggly marks, partly, perhaps, because they can make them faster, and partly because a mistake in a shorthand note does not show up so badly as a wrong letter struck on the machine. A great many more of those who graduate from business colleges and come to us would pass our test if they could operate the typewriter as well as they can write and read shorthand. But the large majority are helplessly, hopelessly slow on the machine. One girl came to us about two weeks ago, having received her diploma, and asked to be given the test. She took her notes splendidly, read them without a break, and my heart warmed to her then and there. Her education was above the average, and I thought I had a treasure. But when she sat down to the typewriter I felt sorry—sorry for the machine, which, if it could have felt any sensation, must have felt only disappointment. She finished those letters (four, of less than 100 words each) in just two hours and thirty-five minutes. She wasted fully 45 sheets of paper, and in the neighborhood of 250 pounds of nervous energy. The letters, when finally transcribed, were very well done, as the girl was intelligent, and her idea of the eternal fitness of things very good; but can any one estimate what that graduate's services were worth to a business man in an office?

This particular graduate was weak in typewriting because when in college she had been switched from one machine to another before she had an opportunity to become even fairly proficient on one. She was a sight writer, and was obliged to stop and pick out each letter as she went along. Of course she was slower than most of those who come to us, but we invariably find that an operator who learns touch typewriting on one machine is miles ahead of the one who learns any old way on more than one machine. The reason for this is simple enough: The touch system obliges them to use all their fingers, thus making them write much more steadily, and their eyes being free at all times to keep to the copy, they waste no time hunting for the keys. The touch method is therefore the simplest, because it depends upon one sense and not upon two. We all know that it is impossible to teach students the touch method on a variety of machines, and most large schools throughout the country are now teaching their students on one machine. Any one will admit that it is better for a graduate to manipulate with ease and accuracy one typewriter than to be slow and inaccurate on several.

As to speed in both shorthand and typewriting, our experience has been that when a business man of reasonable intelligence takes a girl fresh from college into his office he does not expect her to write 125 or 150 words in shorthand, but he does expect (and he has a right to expect) a reasonable rate of speed on the machine—not the wasting of his reams of paper and the straining of courtesy to the breaking point. I will say without any hesitation that not ten per cent of the

graduates who come to the office of the Remington Company for tests have a speed of 20 words a minute on the typewriter when transcribing from notes. If a suggestion is in order, here it is: Don't try for 150 words a minute in shorthand, but do try for 40 or 50 words a minute on the typewriter, neat and accurate work. That is what appeals to an employer—a transcript free from error, done without waste of paper and within a reasonable time. He is apt to forget that the beginner told him to "go slow" with his dictation.

#### EXIT HARVEY, ENTER GATES!

No more dramatic incident has ever been associated with the graduation exercises of any institution than the scene enacted before the astonished audience at Waterloo, Iowa, on the evening of February 9, when the many friends and business associates of A. F. Harvey, president of the Waterloo Business College, learned that he was legally entitled to the name of Gates.

The story is one which reflects only the greatest credit on this able educator and high spirited gentleman, for no member of his profession ranks higher, and deservedly so, in the estimation of the public, than he who has for so many years been known as A. F. Harvey. The parents of Almon F. Gates having died in his infancy, he was taken into the Harvey family, and grew up with their name, not learning until recently that he had never been legally adopted and that he still retained the name of his parents.

Application has been made to the Iowa courts to have the name of Harvey changed to Gates, and hereafter he will be known to all by the name his brothers have continued to bear. One reason why Mr. Gates did not take the step earlier illustrates the delicacy and fine character of the man. His foster parents had done so much to earn his gratitude that out of respect to them he would not, during their lifetime, take the step which should separate him from them.

Waterloo is fortunate in that losing the name of Harvey from its educational life it does not lose the man who bore it. To Almon F. Gates THE JOURNAL extends greetings. May he live long to bear the new name as honorably as he had borne the old.

#### NEWS NOTES

Among the Smith Premier men present at the Indianapolis Convention were General Manager Dyer, Manager Lander, of the Chicago office; Zellers, of the St. Louis office; Zimmerman, of the Cincinnati office, and W. H. Gleazen, of the home office. All were very much pleased with the interest taken in the new visible machine, known as Model No. 10.

A merger has been accomplished in Colorado Springs, Col., as a result of which the Colorado Springs Business College and the Central Business College have been brought together under the name of the Colorado Springs Central Business College. This doubles the number of pupils under the able instruction of E. B. Thomas.

Both the schools under the management of Otis L. Trenary, located at Kenosha and Racine, Wis., are doing well this year, the combined attendance of the Colleges of Commerce now being about 300. The Racine school is only a year old, but displays every evidence of maturity.

Waco, Texas, will feel proud of the beautiful building about to be erected for the use of Toby's Practical Business College, if the specifications of the architect's drawings are lived up to. It presents a most imposing appearance, being three stories in height, with light on all four sides. It is to be fitted inside with every modern convenience.

# 'Editor's Calendar'



**GRADED EXERCISES IN PHONOGRAPHY**, by William Lincoln Anderson, head of the Commercial Department, Dorchester High School, Boston, Mass., Gim & Co., publishers, Boston, New York and Chicago. Paper. 137 pp.

No lesson which the beginner in shorthand has to learn is more important than that of system, and anything which tends to inculcate into the pupil habits of care and neatness cannot fail to be of great value to him. These graded exercises, in the form of a book not unlike a broad shorthand notebook, giving on each page words and sentences to be written by the pupil, and allowing space for the outlines by the pupil, will inspire him to greater care, because he knows the work he does will constitute a permanent record. The book will also prove of advantage to the teacher as the work of the pupils may easily be collected and inspected. In his introductory remarks the author calls attention to the fact that a great percentage of shorthand pupils do not do well in their work because of a failure to develop careful habits. This results, later, in such poor outlines that it is either difficult or impossible for them to read accurately their shorthand notes. If this book is treated by both teacher and pupil as a means of developing carefulness an altogether healthy result will follow. The paper used is of excellent grade in order that ink may be used in the exercises.

**PROGRESSIVE DICTATION EXERCISES**, issued to accompany *The Phonographic Amanuensis*, by Jerome B. Howard. The Phonographic Institute Company, publishers, Cincinnati. Paper. 56 pp.

This is another of the helpful books published by the Phonographic Institute Company for writers of Benn Pitman shorthand. The exercises have been prepared with a view to furnishing the learner of phonography suitable material for the cultivation of the power of rapid writing from the beginning of the study of the system. Each lesson in this book is to follow one in the *Phonographic Amanuensis*.

**THE LITTLE VIOLINIST, AND OTHER PROSE SKETCHES**, in the amanuensis style of phonography, by Benn Pitman and Jerome B. Howard. The Phonographic Institute Company, publishers, Cincinnati. Paper. 47 pp.

Shorthand outlines for some of Thomas Bailey Aldrich's charming prose sketches, among them being "The Little Violinist," "Our New Neighbors at Ponkapog," "A Christmas Fantasy, with a Moral," and "Goliath," are here given. Certainly no more delightful way of mastering shorthand could be devised than by following in shorthand the course of an interesting tale. No key is given, but as these books are uniform with the Riverside Literature Series the pupil may purchase the printed stories at small cost if he so desires.

**BUSINESS CORRESPONDENCE IN SHORTHAND**, revised edition. Isaac Pitman & Sons, publishers, New York. Paper. 40 pp.

Numbers one and two of these invaluable little books, designed for students of Isaac Pitman shorthand, are now ready in the revised edition. They contain actual correspondence, giving the forms and expressions generally met with in the offices of various branches of business, with printed key, the matter being divided into sections for the testing of

speed either in shorthand or typewriting. The outlines are engraved in the reporting style of Isaac Pitman shorthand. No pains is spared by the Isaac Pitman people with the best possible aids in the study of that system of shorthand. Many stenographers, after completing their work in school, feel the need of some practical material to enable them to keep up their speed and accuracy during the interval that may elapse before a position is secured. These books furnish in convenient form, and at a low price, just what the pupil requires.

**TYPEDRITER BOOKKEEPING**, by Ira S. Brown, M. E. Underwood Typewriter Company, New York, publishers. Paper, 32 pp.

In these days of typewriter development little surprise is felt when some new means of putting it to larger use in a business office is discovered. In many offices the original purpose of the machine—that of writing letters and manuscripts—has been almost forgotten, and billing machines and book typewriters abound. The invention of the loose-leaf ledger made possible the rather daring conception of the typewriter as an instrument for recording bookkeeping transactions, and Mr. Brown has seized the opportunity to present to the public a comprehensive work illustrating the possibilities of that machine in the bookkeeper's office. Entries made in this way must inevitably be clear and legible at all times—something the writing of the bookkeeper himself frequently is not—and many office men will thank Mr. Brown for so effectively demonstrating the capacity of the typewriter to perform economically much of the work which heretofore has been done with pen. The book is meeting with great success in schools, where pupils are being trained in the exacting work of tabulation, thereby fitting them for enlarged service in the business office.

## COMMERCIAL TEACHERS MEET IN SPOKANE

During Holiday Week the Washington Educational Association met in Spokane, and judging from the report of the Business Section there was no lack of interest in any branch of the meeting. The association meets annually, and under the general session there are the following classifications: Graded school section, high school and college section, county superintendent and normal school section, musical section, manual art section, mechanical section, science section, language section, school board section, and commercial section.

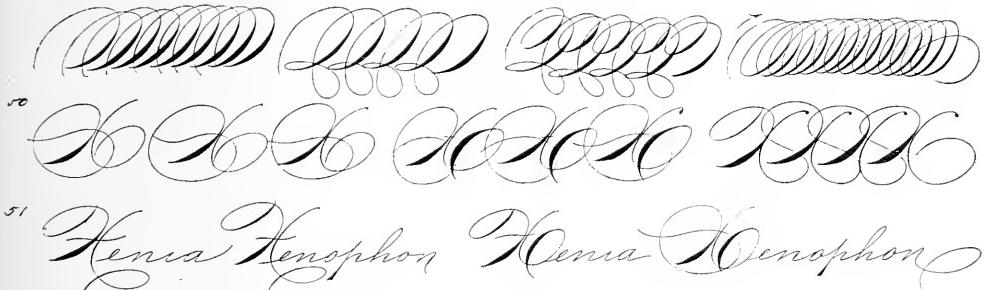
In the absence of the president, E. W. Gold, of the Seattle Commercial School, J. P. Wilson was called to the chair. After a short address by the chairman, who offered some pointed suggestions as to the betterment of the work of the section, E. T. Coman, of the Exchange National Bank, Spokane, was introduced. Other speakers were: Mrs. Richardson, of the Standard Business College, Spokane; H. C. Blair, Blair Business College, Spokane; W. P. Underwood, Empire Business College, Walla Walla; W. N. Phillips, Pullman College, Pullman; Miss Slattery, Standard Business College, Spokane; M. M. Higley, Northwestern Business College, Spokane.

J. P. Wilson, the temporary chairman, was elected president for the year 1909, and Tacoma chosen as the next place of meeting. The new executive notes with regret that there is some apathy on the part of the commercial teachers of the State of Washington, and pledges himself to use his best efforts to arouse them to a sense of the importance of the State meeting, and the advantages which will accrue from participation.

A souvenir post card has been received in the Journal office from Egypt, bearing the name of J. E. Soule, the well-known artist and engraver, whose departure for the Old World was mentioned in a previous issue of this magazine. He is having a delightful time, and will be able to turn much of the information he is gaining to profitable account later on.

# Professional Writing

BY W. A. HOFFMAN



In line 49 the large ovals are made by raising the pen, or you may continue same as shown in the last exercise on the line. Study your position, movement and manner of holding pen.

Lines 50-51. The two ovals shown in these lines should touch, or nearly so, about one-half the height of the letter. Finish with a large oval either light or shaded.

Line 52. Watch the horizontal loop at the base of the Q. The second set of letters is a little freakish, but some of them are used, so I thought I would show them to you. In the last set you have a good movement drill.

Lines 53-54. Here you have a splendid drill in word

writing. Watch the shape of your letters carefully, and compare your work with the copy frequently.

You will note that the oval in line 50 is much the same as that given in line 50. The small loop at the base should have a tendency to point downward. Do not extend it out so far to the left as shown in line 52.

I have given some words to show a variety of styles of the letter Z in lines 56 and 57. Practise these words carefully.

"I consider that the course by Mills and Healey alone is worth many times the cost of a year's subscription."—C. E. Brumaghim, Gloversville, N. Y.



## A CERTIFICATE FOR TEACHERS

Teachers throughout the country who have noted the wonderful success and popularity of the Students' Certificate will be glad to know that a Journal Certificate for Teachers is being prepared. It is needless to say that it will be a thing of beauty and merely as a work of art will be worthy of a place in the schoolroom of every teacher of writing. The certificate will be signed by both Mills and Healey, who prepared the course of lessons in business writing now appearing in The Journal. We shall be glad to have all teachers interested in this Certificate write us for full particulars regarding it.

## OLIVER COMPANY'S PRESIDENT DEAD

On the 10th of February Thomas S. Oliver, President of the Oliver Typewriter Co., fell dead of heart disease in the station of the C. & N. W. Railway in Chicago. He was only fifty-six years of age. He was one of the most successful typewriter men of a period notable for its typewriter successes.

"I find that The Journal each month helps me to do better work."—George A. Race, Jamestown, N. Y.

# Shorthand and Typewriting

To the majority of shorthand students the signing of a treaty of peace between two nations at war with each other is not more important than the moment when, after the course in school has been completed, they face the examiner at a typewriter agency for a test, or sit down before the manager of the business office to take the few letters which shall usher them into the business world as full fledged stenographers or condemn them to further study or the long, wearisome search for a position where nothing but the most primitive knowledge of anything is expected and when the remuneration is in keeping with the demands made. The suggestions made by the manager of the employment department of a typewriter house are therefore valuable.

This manager, speaking of the handicaps which aspirants for positions, and especially young women, impose upon themselves, says:

"When the average young lady graduate comes to our office to take a test she does not remove her coat or long gloves, merely turning the latter back from her hands, thus restricting the movements of her forearm. As she is accustomed in school to take dictation with short sleeves, it can readily be seen that a glove and a heavy coat sleeve on the arm are somewhat of a handicap. Then she turns her note book back and lays it on top of as many other note books, pads, pencils, etc., as may be on the table. In addition to the nervousness attendant upon this awful ordeal of "taking a test," the girl is placed at a disadvantage; she has no elbow room, no free arm movement, and every minute adds to her nervousness and embarrassment, until her notes look like magnified plague microbes. Of course I show her, to the best of my ability, the error of her ways, but ought not her teacher to have told her that in going to a strange office she should see to it that she has sufficient room to take proper notes and that she should remove her heavy coat and gloves? These things sound very trivial, but upon them occasionally depends the success or non-success of a candidate for a position."

The points made may, as suggested, seem trivial to the uninitiated, but to the anxious applicant for a position it seems at the moment that no price would be too great to pay for a hint which would relieve the ordeal of a little of its terrors. Under the most favorable conditions the young person is in a very unenviable frame of mind, and cannot do the best work of which he or she is capable. It should also be borne in mind that when the test is being taken in a business office, at least, it is far better to ask the dictator to speak a little slowly than to get several pages of illegible notes and either make a hopeless botch of them or make the humiliating admission that they cannot be deciphered.

It might relieve the applicant of some embarrassment, however, when taking the all-important test in a business office, to remember that the individual who looks so impos-

ing seated at his big roll-top desk burdened with papers is after all human, and that if he sees evidences of earnestness and promise in the applicant, will be charitably disposed. He may feel that he ought to expect first class and thoroughly competent stenographers direct from business schools, but if he has been in business long he knows that this dream is not likely to come true, and evidences of intelligence and ambition will be seized upon by him with avidity. Overconfidence in such a case is dangerous, but that underconfidence which breeds extreme nervousness is almost as bad, and if the pupil is properly trained he should feel competent to make at least a creditable showing.

## MISS REMINGTON EXPLAINS

An unusually fine bit of advertising literature is that sent out by the Remington people, under the title of "Miss Remington Explains the New Model No. 10." In eleven poses, a very attractive young woman points out the time-saving devices and other improvements on the new Remington visible writer, which are fully described, in her own words, on the opposite page. The booklet is a superior specimen of the printer's art and does credit to the firm issuing it.

## TEN BUSINESS COMMANDMENTS

A well-known Liverpool house has placed on the desk of each of its clerks the following ten commandments:

First—Thou shalt not wait for something to turn up, but pull off thy coat and set to work.

Second—Thou shalt not go about thy business looking like a "bum," for thy personal appearance is thy best letter of recommendation.

Third—Thou shalt not try to make excuses, and rebuke those who chide thee.

Fourth—Thou shalt not wait to be told what to do.

Fifth—Thou shalt not fail to maintain thine own integrity, or do anything which will lessen thine own self-respect.

Sixth—Thou shalt not covet another fellow's job, nor his salary, nor the position which he has got through hard work.

Seventh—Thou shalt not fail to live within thine own income.

Eighth—Thou shalt not fail to blow thine own horn on the proper occasion.

Ninth—Thou shalt not hesitate to say "no" when thou meanest "no."

Tenth—Thou shalt give every man a square deal. This is the last and greatest commandment, and there is none like unto it. Upon it hangs all the law and the profits of business.

J. S. Cooper, principal of the commercial department of Heald's Business College, San Francisco, has resigned his position, and is now conducting a fruit-drying plant at Hollister, Cal.

**TYPEWRITING CONTESTS**

The annual typewriting contests will be held under the auspices of the Eastern Commercial Teachers' Association at the Providence convention, April 10, under the rules and regulations which have been adopted for use in the international contest, to be held in New York City, at the National Business Show, next October, and which are known as Office Appliances' Rules.

Several contests are to be held during the coming year under these rules, and comparisons of the work done may be made.

**WORLD'S CHAMPIONSHIP CONTEST.**

THE JOURNAL Trophy is a silver cup valued at \$100, and will be competed for in this contest. Miss Rose L. Fritz has already won this trophy twice, and will compete for it again this year. If she wins this time the cup will be her property.

**SCHOOL CHAMPIONSHIP CONTEST.**

A medal valued at \$25 will become the permanent property of the winner of the "School Championship Contest." Silver and bronze medals will be given to the second and third contestants, respectively.

The prizes for these contests are offered by the PENMAN'S ART JOURNAL, of New York City.

**ELIGIBILITY.**

Any one may enter the "World's Championship Contest," but the "School Championship Contest" is open only to those who began the study of typewriting since January 1, 1908, and who have since that date spent some time in a private or public school as students of typewriting.

All persons desiring to enter the "School Championship Contest" should write to the Chairman of the Committee, asking for an application blank.

**RULES GOVERNING THE CONTEST.**

1. A preliminary contest will be held in which the contestants will write fifteen minutes from plain copy. The first five operators in this preliminary event will be entitled to compete in the final contest.

2. In the final event of the "World's Championship Contest" the contestants will write one hour from plain copy.

3. In the final event of the "School Championship Contest" the contestants will write thirty minutes from plain copy.

4. All contestants, whether for the "School" or "World's Championship," shall write at the same time and from the same matter. Those who are competing in the "School Championship Contest" shall cease writing upon signal at the end of thirty minutes, while those in the "World's Championship Contest" shall continue to the end of the hour.

5. Tables, paper and chairs will be furnished by the committee.

6. Contestants may use any machine of their choice.

7. In the event of breakdown of machine, another may be substituted.

8. Contestants must furnish their own machines.

9. The contest will begin promptly at 10:30 A. M. on the day designated above.

10. All entries must be in not later than 9 A. M. on the day the contest takes place.

11. For every error named below *five words* will be deducted from the total number written:

(a) Striking the wrong letter.

(b) Failure to space between words.

(c) Omission or repetition of a word.

(d) Piling letters at the end of a line.

(e) Failure to begin lines at *space ten*, except at beginning of paragraphs. (Writing line shall be from 10 to 75 on the scale.)

(f) Deviation from the manuscript in paragraphing, punctuation, capitalization, etc.

(g) For inclined margin caused by improper insertion of the paper.

(h) For two or three inch margin at the bottom of sheet.

(i) For faulty use of shift key.

12. *In no event shall more than one error be counted in any one word.*

13. All contestants shall write double space on legal size paper.

14. The operators writing correctly the greatest number of words in the given time after the penalties have been deducted will be declared the winners.

15. Copy will be selected by the committee and handed to the contestants by them just before the contest starts.

16. The contest will take place at the Normal School, and no one will be permitted to be on the stage unless he has a card furnished by the committee entitling him to compete.

17. If a machine breaks down this fact will not be taken into account by the committee.

18. The decision of the committee is final.

19. The passing upon errors in copy in the preliminary event will be done by the committee behind locked doors immediately following the event.

20. The passing upon errors in the final event will be done by the committee immediately following the contest, and the decision will be announced upon the evening of the day of the contest.

21. The work of each contestant shall be read by at least two members of the committee and passed upon by the majority of the committee.

22. The contestants shall be allowed to peruse their work after the winners of the events have been announced, for their personal benefit only, that they may ascertain the manner of making errors and for their future guidance; but in no event shall they be allowed to criticise the decision of the committee.

23. The audience shall remain seated during the entire time of the contest. No loud talking will be permitted.

24. This entire schedule can be added to and is subject to change at the discretion of the committee.

**Committee:**

MISS GERTRUDE CRAIG, Simmons College, Boston.

MISS GERTRUDE HARVEY, Rhode Island Commercial School, Providence, R. I.

F. G. NICHOLS, Chairman Rochester Business Institute, Rochester, N. Y.

**WINNING THE CERTIFICATE**

Hundreds of young people throughout the country have been following the course of lessons in THE JOURNAL, with the certificate for proficiency in business writing in view. Already the specimens, most of them highly creditable to both teacher and pupil, are beginning to come in. Perhaps nothing has contributed more to the success of the certificate than the general feeling among teachers of writing that the possibility of winning it is worthy of the pupils' best efforts. It gives him something more than mere abstract achievement to look forward to. It furnishes a definite objective point.

All that is necessary to qualify a pupil for it is for him to follow one of THE JOURNAL's courses of lessons, preferably under the direction of a teacher, but not necessarily, and make such advancement as to justify recognition through the certificate. If granted, when final specimens are submitted, the cost is but fifty cents. Those teachers who have not mentioned the certificate to their pupils should do so now, and pupils anxious to obtain it should put forth their best efforts to that end. We are ready now to issue certificates.

# THE PENMEN'S EXCHANGE

During the coming year we hope to have contributions for this department from all the leading penmen. We want the best that the profession can supply. It is the plan to make this department one of the most interesting in the magazine.

## EDITOR'S SCRAP BOOK

E. J. Abernethy, of Forest City, N. C., gets out a card that ranks among the very best.

P. A. Westrope, of Denver, Col., is still able to swing the ornamental penholder with a marked degree of skill.

From A. L. Hickman, of Salina, Kan., we have received some very beautiful cards and a specimen of business writing. Mr. Hickman's work is of a very high grade.

E. H. McGhee, of Trenton, N. J., continues to send us packets of his ornamental and business writing. His work is steadily improving, and he is to be congratulated on his skill.

J. B. Wilson, of Parsons, Kan., writes a most excellent ornamental card, which fact is evidenced by some he has recently sent us.

A. E. Cole, of Tarentum, Pa., High School, sent us several specimens of his signature work which show up very fine. He is the possessor of a splendid business hand.

T. D. Melhado, of Poughkeepsie, N. Y., favors us with a package of his cards which are very neatly done.

F. O. Anderson, of Omaha, Neb., is one of our coming young penmen. Both his ornamental and business writing is above criticism.

From the pen of A. C. Olmsted, of Springfield, Mass., we have received a very dainty flourish which is a credit to the executor.

Some splendidly executed ornamental signatures have come to hand from the pen of A. H. Dixon, Riverside, Cal. Mr. Dixon's work is certainly a delight to the eye. We are going to make use of some of it in an early issue of THE JOURNAL.

Letters worthy of mention this month come from K. C. Atticks, Baltimore, Md.; J. E. Garner, Harrisburg, Pa.; Chas. Gregerson, St. Paul, Minn.; C. E. Chamberlin, Iowa Falls, Ia.; Lester Tjossem, Cortland, N. Y.; G. A. Holman, Potter Hill, R. I.; A. L. Hickman, Salina, Kan.; A. B. Curtis, Minneapolis, Minn.; J. A. Snyder, Big Rapids, Mich.; J. M. Lantz, Waynesboro, Pa.; G. W. Poole, Milwaukee, Wis.; H. N. Staley, Baltimore, Md.; F. W. Gage, Lawrence, Mass.; S. J. Herd, Columbus, Ohio.

Nicely executed superscriptions come from J. A. Snyder, Big Rapids, Mich.; D. G. Westman, San Angelo, Tex.; W. J. Trainer, Perth Amboy, N. J.; John Jones, Pontypridd, England; J. J. Hagen, Minneapolis, Minn.; H. N. Staley, Baltimore, Md.; W. A. Hoffman, Valparaiso, Ind.; B. C. Beetham, Mankato, Minn.; F. A. Curtis, Hartford, Conn.; A. E. Parsons, Keokuk, Ia.; M. A. Conner, Bedford, Mass.; W. W. Bennett, Minneapolis, Minn.; W. A. Turner, Elyria, Ohio; A. M. Wonnell, Norwalk, Ohio; Ben Kupferman, Boston, Mass.; A. M. Grove, Chicago, Ill.; T. C. Knowles, Pottsville, Pa.; L. M. Rand, Boston, Mass.; J. M. Lantz, Waynesboro, Pa.; J. H. Clark, Providence, R. I.; G. W. Poole, Milwaukee, Wis.; C. J. Gruenbaum, Lima, Ohio; E. H. McGhee, Trenton, N. J.; F. B. Adams, Reno, Nev.; W. H. Bergher, Fargo, N. D.; J. J. Bailey, Toronto, Ont.; A. H. Dixon, Riverside, Cal.; J. W. Washington, Boston, Mass.; F. C. Anderson, Vankleek Hill, Ont.; J. D. Valentine, Pittsburgh, Pa.; E. J. Maher,

Waterbury, Conn.; O. J. Penrose, Elgin, Ill.; Adolph Mohler, Kewanee, Ill.; E. A. Bock, Salt Lake City, Utah.

J. C. McIntyre, Pittsburg, Pa.; A. B. Curtis, Minneapolis, Minn.; R. M. Jones, Chicago, Ill.; C. H. Haverfield, Berea, Ohio; A. H. Steadman, Cincinnati, Ohio; S. C. Bedinger, Springfield, Mo.; Ervin Davis, Morehead, Ky.; C. F. Nesse, Chico, Cal.; L. O. White, Boston, Mass.; G. G. Hoole, El Paso, Texas; E. C. Mills, Rochester, N. Y.; P. L. Greenwood, St. Paul, Minn.; Dudley Glass, Tyler, Texas; A. E. Rodman, Santa Cruz, Cal.; J. H. Janson, Napa, Cal.; L. J. Werzinger, Waterbury, Conn.; F. T. Weaver, East Liverpool, Ohio; C. F. Zulauf, Scranton, Pa.; Theo. Anderson, Minneapolis, Minn.; J. F. Caskey, Haverhill, Mass.; E. J. Abernethy, Forest City, N. C.; J. H. Bormann, Decatur, Ill.; N. H. Roberts, Staunton, Va.; S. B. Hill, Lerna, Ill.; J. W. Westervelt, London, Ont.

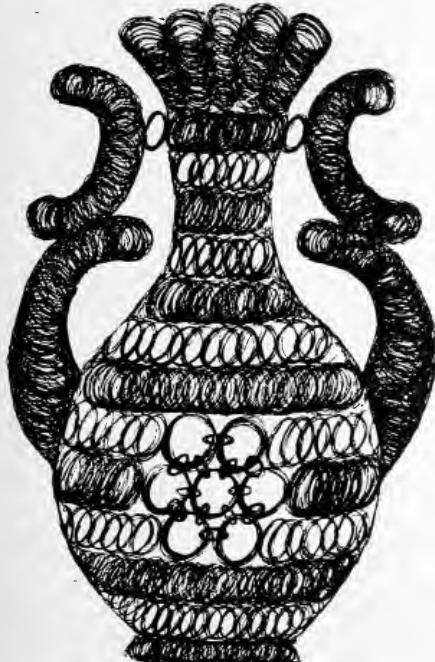
P. A. Westrope, Denver, Col.; H. K. Williams, Good-springs, Nev.; F. W. Tamlyn, Kansas City, Mo.; R. C. Spencer, Milwaukee, Wis.; W. E. Dennis, Brooklyn, N. Y.; H. McKay, Sioux Falls, S. D.; J. D. Rice, Chillicothe, Mo.; D. Elston, Edmonton, Alta, Can.; F. P. Schmidt, Hastings, Neb.; E. B. Thomas, Colorado Springs, Col.; G. P. Selvidge, Ardmore, I. T.; T. J. Risinger, Utica, N. Y.; A. J. Cadman, Windsor, Ont.; O. J. Hanson, Grand Forks, N. D.; Charles L. Lewis, Pasadena, Cal.; G. W. Diehl, St. Louis, Mo.; C. W. Ransom, Kansas City, Mo.; T. P. Zum Brunnen, Shenandoah, Ia.; W. J. Stillman, Watertown, N. Y.; A. Sartain, Sayre, Pa.; C. E. Presho, Allegheny, Pa.

A large, flowing cursive signature in black ink. The signature reads "F. O. Anderson". The script is fluid and elegant, with varying line thicknesses and ink saturation.A large, flowing cursive signature in black ink. The signature reads "J. M. Lantz". The script is fluid and elegant, with varying line thicknesses and ink saturation.A large, flowing cursive signature in black ink. The signature reads "J. D. Valentine". The script is fluid and elegant, with varying line thicknesses and ink saturation.

CARD WRITING, BY C. E. BRUMAGHIM, GLOVERSVILLE, N. Y.



ORNAMENTAL SIGNATURES, BY F. S. HEATH, CONCORD, N. H.



MOVEMENT DESIGN, BY LOELLA MATTHEWS, STUDENT OF A. L. MORROW, NEW CASTLE, PA., HIGH SCHOOL.



BY C. H. HAVERFIELD, BEREA, OHIO.

"I deem The Journal of incalculable value to the student, and the teacher who cannot find inspiration and help from its pages must indeed be at the top of the ladder—alone."

O. O. GATES, Jamestown, N. Y.

"I believe you have a mighty good course running."  
W. F. HOSTETLER, South Bend, Ind.

**PENMANSHIP SUPPLIES**

THE JOURNAL will send the following supplies by mail for the prices named (stamps taken):

*Soennecken Broad Pointed Pen for Text Lettering*, set of 11, 25c.

*Double Holder for Soennecken Pens*—Holds two pens at one time, 10c.

*French India Ink*—1 large bottle by mail, 50c.; 1 dozen by express, \$5.00.

*Gillott's Double Elastic E. F. No. 604 Pens*—A medium fine pen, 1 gross, 75c;  $\frac{1}{4}$  gross, 25c; 1 dozen, 10c.

*Gillott's Principality No. 1 Pen*—A very fine pen, 1 gross, \$1.00;  $\frac{1}{4}$  gross, 25c; 1 dozen, 10c.

*Oblique Penholders*—One, 10c.

# WHO'S WHO IN PENMANSHIP

## J. H. BORMANN.

Iowa men can be found everywhere, and the failure of that State to increase in population has been said to be due to the demand of the Iowa product elsewhere. In any event, J. H. Bormann, now of Decatur, Ill., is an Iowa product, who has found it to his interest to go outside the State for his career. His earliest memories are of a farm near Browns,



Iowa, where he was born October 21, 1877, and where, like most farm boys, he worked when it was necessary, and when not otherwise engaged kept his mind at work figuring out plans for engaging in some more congenial employment. His early education was gained in the parochial school, but at fourteen, went to Potosi, Wis., to attend the high school. When his work was completed he returned to the farm and remained there until he was twenty. About ten years ago his parents removed to Preston, Iowa, and engaged in the hotel business, and the son acted as manager until 1904, when he entered Brown's Business College, Davenport, Iowa, graduating in May, 1905. After attending for ten weeks following his graduation the teachers' drill conducted by the Brown people at Peoria, Mr. Bormann accepted employment with the Decatur school as assistant in the bookkeeping department. During three years in that position he was so successful that he was placed at the head of the department, where he may now be found. In the teaching of penmanship Mr. Bormann has been especially successful, his pupils developing rapidly a strong, legible business hand.

## F. A. ASHLEY.

F. A. Ashley is not so old as some of the other members of the profession, but if this is a disability he will outgrow it in time. He was born in Hastings County, Ontario, in 1884, but spent the greater part of his boyhood in Stirling, where he attended the public schools, graduating from the high school in 1902. His first opportunity came in the way of an offer from a wholesale house, but after several months on the road and in the office he decided to fit himself for a position as a teacher, so resigned and entered the Madoc Teachers' Training School, graduating at the head of his class. Immediately upon finishing his work in school he was appointed principal of the Stockdale Public School. He remained there one year, resigning to accept a more remunerative place at the head of the Harrold Public School, where he remained for two and a half years. In the meantime, during the mid-summer holidays of 1905, he had attended the Belleville Business College, and won the highest award for proficiency in the commercial department. He had now definitely determined to enter the commercial educational field and devoted his spare time to special study of commercial branches and penmanship, finding in the JOURNAL much help and inspiration. In the Spring of 1906, Mr. Ashley was invited to become a member of the staff of the Belleville Business College, as penman and principal of the commercial department, and has remained with that institution ever since.



## E. A. BOCK.

Smithtown is the name of the place in Illinois where E. A. Bock, one of the strong commercial teachers of the West, was born. His first inspiration along business educational lines was gained at the Gem City Business College, Quincy, Ill., which he entered from the schools of his home town. Two years of hard work were spent in Quincy on the commercial and penmanship courses, with the result that he graduated in 1904 at the head of the roll of honor of the school, with an average of 98 per cent, breaking all previous records. This is the more noteworthy because it was necessary for Mr. Bock to support himself by manual labor while attending school. His work in penmanship was done under the supervision of H. P. Behrens-meyer, and he proved to be a worthy pupil of a worthy teacher. Following his graduation he taught in the National Business College, Roanoke, Va., as penmanship and commercial teacher, resigning his Eastern position to cross the country and join the staff of the Los Angeles Business College, where he was especially successful in his penmanship work. He is now with Henager's Business College, Salt Lake City, where he has charge of the commercial and penmanship work. In the commercial department he is recognized as specially strong in arithmetic, having rare capacity for figures. He is active in Y. M. C. A. work and sets an excellent example before his pupils by abstaining entirely from tobacco and intoxicants.



## O. J. BROWNING.

A product of Illinois is O. J. Browning, who was born on a farm near Vandalia, in that State, in 1878. His early education was secured in the country schools, but later on he entered the schools at Vandalia, graduating in 1898. Feeling that there were further educational fields which it would be worth his while to explore, he spent the next few years in alternately teaching and attending college in Effingham, Ill. By diligent application he completed his course in 1902, and as the opportunities of the commercial world appealed strongly to him he entered the National Business College at Quincy, Ill., in 1903. His work while in school attracted the attention of the management of the institution, and upon completing his course he was asked to become a member of the faculty. Three years were spent as teacher in the N. B. C., but a good position being offered with a firm in Quincy he decided to retire from school work. Clerical work did not appeal strongly to him, however, so after further experience in a bank in Oklahoma he resumed teaching, this time in Hagerstown, Ill. Desiring to still further increase his proficiency, Mr. Browning entered the Gem City Business College in the Spring of 1908, and went from there to New-ton, Iowa, where he was placed in charge of the commercial department. He is proving himself to be strong, not only as a teacher of penmanship, but in the executive work of the school. Much of his work in penmanship was done under Siple, Behrens-meyer, Latham and Courtney, and he made good use of his opportunities.



## LABOR-SAVING DEVICES

Are rapidly growing in popularity in every line of business. Why use stage-coach methods in your teaching, when the aids that will produce better results, and in less time, are easy to procure and inexpensive?

Skilled workmen are particular that the tools they use are the best obtainable. Is it not just as important that the teacher, no matter how well informed and wide-awake, should put in the hands of pupils only the *best* text-books? The teacher wields influence in the schoolroom; the text is the constant companion of the student—in class, in home work, and for reference after the school course is completed.

If you are spending your energy in the classroom trying to incite your pupils to enthusiasm in the various commercial subjects, we suggest that you lighten your labors by introducing our popular text-books.

These publications were first issued to meet the needs of a large and popular commercial school. They enthuse the student and save much of the teacher's time, the subjects being presented in a clear, comprehensive, and *interesting* manner. The aim of the authors was to encourage self-dependence and to develop *thinking* power. Everything that a pupil should know is presented attractively, but non-essentials are omitted. These are the books:

Plain English	Commercial Law	New Practical Spelling
Exercises in English	Practical Bookkeeping	New Practical Typewriting
Practical Spelling	Practical Letter Writing	New Practical Arithmetic
Practical Shorthand	Lessons in Letter Writing	Twentieth Century Business

*Do you want to learn more about these books? Write to us at once. We shall be delighted to send illustrated catalogue and full information.*

**PRACTICAL TEXT BOOK COMPANY**  
CLEVELAND ~ OHIO

## SUMMER TRAINING SCHOOL

For Teachers of Shorthand and Typewriting

*Gregg School*

(Headquarters for Gregg Shorthand and Rational Typewriting)

**Chicago, Ill.**

A practical course of training in the most approved methods of teaching Gregg Shorthand and touch typewriting as developed by Mr. John Robert Gregg.

During the summer the convention of the Gregg Shorthand Association will be held

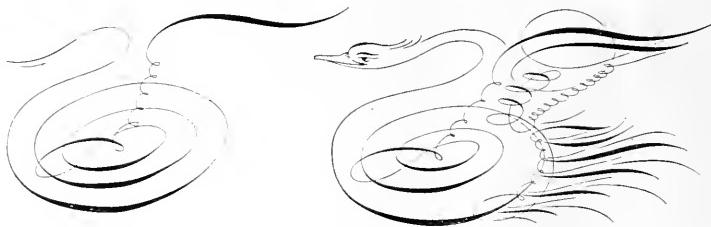
*Write for Particulars. Address, Gregg School*

— OR —

**THE GREGG PUBLISHING COMPANY**  
Chicago New York

# Lessons in Flourishing

BY  
A. R. Moore



This month I present a more difficult flourished design. The cut above shows the two principles leading up to the finished flourish which appears on the first reading page this month. Practise the principles carefully. Watch your shading. The Journal office should like to receive a specimen of your best work on the flourish appearing on page 7.

#### PRODUCT WORK FOR THE ADVANCED STUDENT

*Integrity is the foundation of all that is high in character among mankind; other qualities may add to its splendor, but if this essential requisite be wanting, all their lustre fades. Integrity without knowledge is weak; knowledge without integrity is bad.*

By C. C. LISTER, NEW YORK.

*Good writing is worth more to you in the office than any other one talent you possess. You owe it to yourself and the business man to write a good hand.*

By F. B. COURTNEY, CEDAR RAPIDS, IA.

## WANT ADS.

**Classified Advertisements will be run under the above head for 5c. a word, payable in advance. Where the advertiser uses a nom de plume, answers will be promptly forwarded.**

**WANTED**—Schools in need of competent instructors to advertise in the "Want Ad" columns of The Journal; also teachers desirous of making a change, to know that the "Journal Want Advertisements Bring Results." Whether you are a proprietor in search of an assistant or a teacher looking for a position, bear in mind that The Journal goes to all the people you wish to reach. Five cents a word.

**OWNERS OF BUSINESS COLLEGES** who require commercial teachers, penmen, or shorthand (Isaac Pitman), should communicate with W. J. Elliott, Principal of the Elliott Business College, Toronto, Ontario. We make a specialty of preparing students, who have formerly been public school teachers, for teaching in business colleges. State salary.

**TEACHERS SUPPLIED**—When you require a teacher of the Commercial branches or Gregg Shorthand, write The Willis Business College (S. T. Willis, principal), Ottawa, Canada, and we can probably supply the right person. We conduct a thorough course for the training of public school teachers as teachers of the Business branches and shorthand. State salary.

**A WELL-ESTABLISHED** business college is said to be growing fast on Pacific Coast; 30,000 population to draw from; personal reasons for selling. Address G. H., care P. A. Journal.

**FOR SALE** Well established business college; 17th year; no competition; population city, 30,000; income past year, \$10,000; Middle Atlantic State; fine territory; hustler can become independent in few years; \$5,000 buys it; will take that pay for itself first year; best deal expenses. If you have the money and want field to yourself and a bargain, write. Have no time to waste on curiosity seekers. Give evidence of good faith and reliability. Address X. Y. Z., care P. A. Journal.

**FOR SALE OR TRADE**—Controlling interest in a business college, well located and established in small city. Liberal proposition. Address "Commercial," care of P. A. Journal.

**FOR SALE**—One of the best-known schools in Pennsylvania. Annual income from \$8,000 to \$12,000. No location, no competition. Under same management for twenty years. Fine chance for reputable school man. State amount of cash you can invest. Address C. C. M., care P. A. Journal.

**WANTED**—To sell Business College in splendid Texas city of more than 10,000 inhabitants. School well established, well advertised; about ten years old; no competition. We will sell for actual cost of furniture, fixtures, etc. Box 67, McKinney, Texas.

**WANTED**—A first-class, experienced teacher of the commercial branches, able, if necessary, to take charge of business practice offices. Prefer one who can teach penmanship and who has done soliciting. Excellent opportunity and position. Located with well-known, high-grade business college, in a state Middle Atlantic State. Instructions: State age, experience, church affiliations (if any), salary (twelve months). Write fully and send testimonials (do not refer) in reply to this. To begin June 1. Address Good Place, care P. A. Journal.

## MIDLAND TEACHERS' AGENCY

**Offices:** Warrensburg, Mo.; Richmond, Ky.; Pendleton, Oregon

Solicits correspondence with competent Commercial Teachers whose records will stand the closest investigation. No enrollment fees.

Schools will find it to their advantage to write us when they desire teachers whose records need no further investigation.

## THE BREWER TEACHERS' AGENCY

1302 AUDITORIUM BUILDING, CHICAGO

**NOTICE**—**KELLOGG'S TEACHERS' AGENCY**, 31 Union Square, New York (20th year, same manager), is having a steady demand for commercial teachers. This Agency has filled a large number of fine commercial positions. Wanted for a large institution in Middle States, head of the commercial department, \$1,800; good penman, teach bookkeeping. Don't wait on our registering them until too late. Send now. No charge for registration to commercial teachers. Form for stamp. Write to-day.

**ALASKA YUKON-PACIFIC** in Seattle, June to October, 1909, will be the greatest World's Fair since St. Louis. Register with the Agency for a position and visit the Exposition. The Pacific Teachers' Association will be represented at the Fair. Apply to the Agency for information. Best references. The Agency that is on the ground and does the business. For position in Washington, Oregon, Idaho, Montana or Alaska it will pay you to register in this Agency. Eleventh year. Write B. W. Brinwall, Manager, 535 N. Y. Block, Seattle, Wash.

### UNIVERSITY MEN WANTED!

Four men are wanted for exceptional positions in a great school of commerce, which is now being organized. Each applicant must be a high-class specialist in one of the following subjects: Penmanship, Arithmetic, Shorthand or English. Salary, \$1,200 to \$2,000, OR MORE. We shall have many other openings for competent men and women. It may mean much to you to have your registration in our files. No advance fee required. Write us.

**THE SPECIALISTS' EDUCATIONAL BUREAU**

Robert A. Grant, Manager, Webster Groves, St. Louis, Mo.

### A GREAT YEAR IN SIGHT!

The outlook for the season is very bright. We are now registering applicants from the cream of the profession and are receiving calls for men to fill the best grade of positions. Schools requiring first-class teachers should let us know their needs early as contracts for fall work are now being signed. We want first-class teachers who contemplate a change to get their names in our files. It is the early applicant that gets the good position or teacher. UNION TEACHERS' BUREAU, 229 Broadway, New York.

## OPPORTUNITIES OF A LIFETIME

That's the kind you get if you are a member of our Agency. Plenty of good places for Competent Teachers. Write today. Free registration if you mention this Journal.

**CONTINENTAL TEACHERS' AGENCY**, Bowling Green, Ky.

## 23 Positions—\$1,000 to \$2,700

This is written February 1. To-day we have open—most of them for next Summer or next Fall—23 positions paying from \$1,000 to \$2,700. Fifteen of them require no evening teaching. Eleven of them are in excellent high schools, normal schools, colleges, and academies.

We are receiving indisputable evidence of a remarkable active season soon to open. Our plan subjects teachers to no expense unless we find for them a position that they decide to accept. Of course no business-like teacher would think of accepting a position unless it should represent a sufficient betterment to justify our commission charge. The risk and the work are ours. The decision rests with you. We may lose at least our time and labor, if you enroll with us—for you may get a position through some other source. You can lose nothing. We especially want high-grade, experienced teachers, although each year we place many beginners, especially young men who write well. May we help you? Make up your mind now.

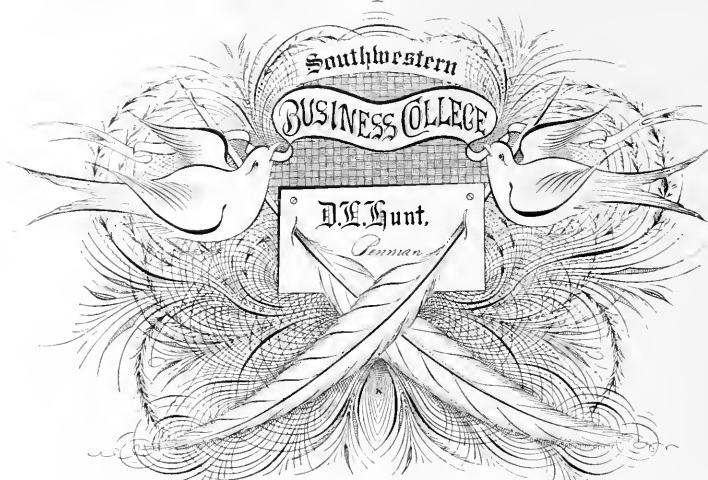
**THE NATIONAL COMMERCIAL TEACHERS' AGENCY**

E. E. Gaylord, Mgr. A Specialty by a Specialist. 11 Baker Avenue, Beverly, Mass.

**WANTED**—September 1, a live responsible commercial man by "pen" or "pencil" for private school of the Middle West. Ideal surroundings, no soliciting, salaries paid promptly each month; sixteen years under present owner. Only capable hustlers need apply. Address "T. L. O.," care of P. A. Journal.

**WANTED**—Progressive, modern, reliable, up-to-date business school. Must be well situated and doing a good business. \$2,500 to \$5,000. State terms. Address M. C. P., care P. A. Journal.

**WANTED**—To buy a good commercial school in city of not less than 25,000. Address Buyer, care of P. A. Journal.



BY D. L. HUNT, EAU CLAIRE, WIS., BUSINESS COLLEGE.

**It's a Handy Book!**

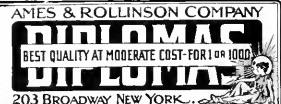
YES! It is. The title is the Penman's Dictionary, and it's got over 3,000 words, suitably arranged for instant reference, for penmanship practice. And you can easily drill on all 1,000 words embracing that feature. And how often do you want class practice on long lists of words? And what improvements? Eight 2-cent stamps gets the little book. Penman's Art Journal, 229 Broadway, New York.

**To Schools and Colleges—**

I have a number of first-class penmen, who are experienced commercial teachers, who are open for engagement now.

If you are in need of a penman or commercial teacher, write me at once.

Address C. W. Ransom, President of Ransomerian School of Penmanship, No. 3825 Euclid Avenue, Kansas City, Mo.



**I TEACH Penmanship BY MAIL**

I won the World's First Prize in Penmanship. By my new system I can make an expert penman of you by mail. I also teach Book-keeping and Shorthand. Am placing my students in leading business and commercial colleges. If you wish to become a better penman, write me. I will send you FREE one of my favorite pens and a copy of the Ransomerian Journal.

C. W. RANSOM, 249 RELIANCE BLDG., KANSAS CITY, MO.



New Home of the Ransomerian School.

**WANTED**—Teacher Pennsylvania school; excellent chance for position as Secretary; small investment required. "Secretary," care P. A. Journal.

**FOR SALE**—One-half interest in a High Grade Business School located in one of the best advertised towns in the Middle States; 50,000 population within 12 miles, and no competition. Desire to secure a first-class partner—young man who is an experienced teacher of Gregg Shorthand, Touch Typewriting, English, etc. The school has been established ten years, and has an "A" reputation. My associates must be a college graduate possessing character, ability, energy and the required cash—\$600. Unless you mean "business" do not write. Investigation solicited. Address "Buena Vista," care of P. A. Journal.

I will write your Name on one dozen CARDS I will give free a pack FOR 15c. of Samples and send terms to agents with each order. AgentsWanted.

**BLANK CARDS** I have the very best blank cards now on the market. Hand cut. Come in 10 different colors. Sample 100 postpaid, 15c. by express, 75c. Card Circular for return stamp.

**COMIC JOKER CARDS** About as different kinds. Many new, 100 postpaid, 25c. Less for more. Ink, Glossy Black or Very Best White, 15c. per bottle. 1 Oblique Pen Holder, 10c. Gillett's No. 1 Pens, 10c. per doz. Lessons in Card Writing. Circular for stamp.

W. A. BODE, Fair Haven, Pa.

The most popular pens are  
**ESTERBROOK'S**

MADE IN ALL STYLES



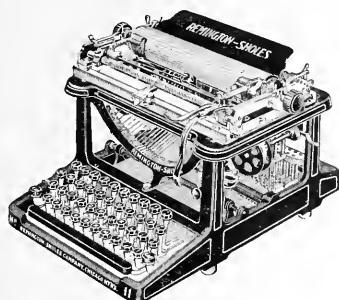
Fine Points, A1, 128, 333  
Business, 048, 14, 130  
Broad Points, 312, 313, 314  
Turned-up Points, 477,  
531, 1876

Esterbrook Steel Pen Mfg. Co.,  
Works: Camden, N.J. 26 John St., N.Y.

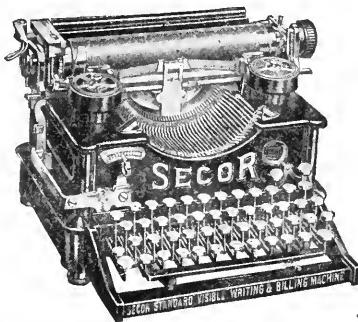
In answering advertisements please mention the PENMAN'S ART JOURNAL.



## VARIOUS MAKES OF TYPEWRITERS



Remington-Sholes Co., Chicago, Ill.



Secor Typewriter Co., Derby, Conn.



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New Visible Yost Typewriter.  
Yost Typewriter Co., New York City.



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## Civil Service for Stenographers

Government positions pay from \$75 to \$100 a month to beginners. They are easy to obtain if you know how. For \$10 and a few weeks' study you can secure one of these positions.

Full course of forty-six lessons, without coaching, \$6. Now is the time to begin your preparation for the next examination.

Write me for booklet, circulars, price list, date of next examination, etc.

G. EVANS PARTELLO

4405 Eighth St., N.W., Washington, D.C.

## FOR THE Stenographic Department

Paterson Phonography... \$1.25

Numeral Shorthand..... .15

Style Manual for Stenographers ..... 1.00

Typewriting by the Piano  
Method ..... 50

Prices named are for examination copies only. Orders must be on college letter-head.

This series has never been equaled and is worthy of your consideration.

H. Graham Paterson,  
Author and Publisher,  
280 La Salle St., Chicago.

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### STEEL PENS



#### FORTY FALCON, SILVER PLATED

This new pen is specially made for general correspondence. Heavily plated with silver to prevent corrosion, easily kept clean, writes perfectly smooth.

Four different patterns of our silver plated pens sent as samples on receipt of 2c stamp for return postage.

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#### 25c. A GREAT BARGAIN. 25c.

An elegant set of Exercises for Home Practice, 1 doz. Finest Written Cards in the World, any name, and 1 elegant Flouished Bird, and how to make it, all fresh from the pen, for only 25c. (silver), worth 50c. Address

The Washington Correspondence School,  
80 Wesley Avenue, Dorchester, Mass.

## EARN WHILE YOU LEARN!

My Propositions are FREE Address  
A. E. PARSONS, Keokuk, Iowa

## Summer School for Commercial Teachers

The summer school for commercial teachers to be conducted by the Rochester Business Institute this year will open July 6 and close August 13. During this special six weeks' term our usual complete schedule of the pedagogy of the commercial subjects will be given. Our bulletin gives the particulars.

Many prospective students for this course, who desire advanced instruction in the commercial texts are planning to begin work with us one, two or three months in advance of the special summer session. Inquiries cheerfully answered by correspondence. Our representative will take pleasure in giving personal explanations to inquirers at the E. C. T. A. Convention at Providence, April 8, 9 and 10.

**ROCHESTER BUSINESS INSTITUTE - ROCHESTER, N. Y.**



It is necessary for penmen doing ornamental writing to have a holder adapted to a special purpose. The above holder is hand-turned and adjusted, made of selected rosewood or ebony, and cannot be made by an automatic lathe. LOOK FOR THE BRAND. If your dealer cannot supply you, send to the designer and manufacturer.

12-Inch - Fancy, \$1; Plain, 50c. 8-Inch - Fancy, 50c.; Plain, 25c.

**A. MAGNUSSON, : 208 North 5th Street, Quincy, Ill.**

## CARDS OF QUALITY

Samples  
Free

Back in the field again with a strong arm! Your name written on One Dozen Cards, 20c. Less for larger amounts.

J. G. FREY, 1948 West 50th St.,  
Cleveland, Ohio  
Coin preferable to stamps.

The Others No  
Good?  
Not at all!  
Brief Course is  
Better—  
That is all!

2201 LOCUST

## New York University School of Commerce, Accounts & Finance

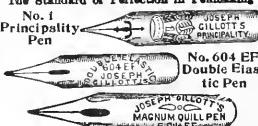
HIGHER EDUCATION for accountancy, banking, insurance, real estate and business management, or teaching commercial subjects.

Washington Square, East, New York City

## GILLOTT'S PENS

Recognized the world over as  
The Standard of Perfection in Penmaking

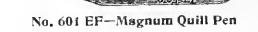
No. 1 Principality Pen



JOSEPH GILLOTT'S  
PRINCIPALITY



NO. 604 EF  
DOUBLE ELASTIC PEN



NO. 601 EF—MAGNUM QUILL PEN

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ALFRED FIELD & CO., Agents, 93 Chambers St., N. Y.



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Detroit School of Lettering Dep't, 56,  
Detroit, Mich.

The Oldest and Largest School of its kind

## MARRIAGE CERTIFICATE

Mailed for 50 cents. Send 2 cents for circular.  
W. E. DUNN, 267 EGE AVENUE  
JERSEY CITY, N.J.

## LINCOLN'S BIRTHDAY IS PAST, BUT—

Every patriotic American should have a copy of that gem of American literature—Lincoln's Gettysburg Oration. The Journal has secured some reproductions of one of the best pieces of W. E. Dennis's engraving, and can offer the Gettysburg Oration, brilliantly illuminated in gold and colors, carefully mailed in strong pasteboard tube, for fifteen two-cent stamps. The size is 11x14 inches and the technique and execution perfect. Send thirty cents at once and receive five dollars' worth of artistic and patriotic inspiration.

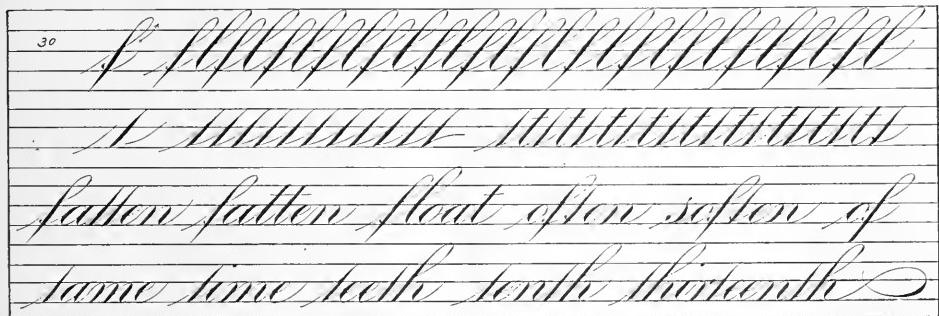
PENMAN'S ART JOURNAL, 229 Broadway, New York.



In Exercise 30 we have the modified *f*, which is two and one-half spaces above the base line, and one space below. The little dot to the left of the shaded stroke should rest on

on the words in this plate, and strive for uniformity of slant, spacing and shading. Always do your very best work.

In this lesson we begin the alphabet of capital letters. The



the base line. The dot and hair line are made without lifting the pen.

In the next line you will notice the modified *t*. This is two spaces high, made in three parts as illustrated. Practise

balance of this course is much more fascinating than the work we have already done. Work hard and faithfully on each and every letter as you come to it. Success in script writing comes only by close application.

*Authority is the main point in government  
Bad books are the public fountains of vice  
Charity should begin at home and end abroad  
Do no hurt where you can do no good*

### CLEARING SALE!

While they last, we will sell the following publications at the prices mentioned. ORDER NOW.

	Regular Price.	Price Now.
Flickinger's Alphabets, cloth bound.....	\$1.00	.50
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Penman's Art Journal Library, Volume I.....	.60	.25
Penman's Art Journal Library, Volume II.....	1.00	.50
Taylor's Slips .....	.25	.15

PENMAN'S ART JOURNAL, 229 BROADWAY, NEW YORK CITY.



9 Sizes Shading Pens \$1. Catalog and Price List free, write for it. R. H. LEE, Pontiac, Mich.



**W**HOEVER follows must necessarily come behind. The

# Smith Premier Typewriter

owes its world-wide use to its initiative.

From the beginning it has always been the first to anticipate and meet every demand of the business world for better and greater typewriter service.

Others have followed—but a procession isn't a race.

THE SMITH PREMIER TYPEWRITER CO.  
SYRACUSE, N. Y.—BRANCHES EVERYWHERE



# A Clean Sweep "New Typewriting"

for the . . . . .

All Professional and Amateur Contests Won by Advocates of CHARLES E. SMITH'S  
**"PRACTICAL COURSE IN TOUCH TYPEWRITING"**

**A**T the National Business Show, Madison Square Garden, New York, October 22, Miss Rose L. Fritz demonstrated her supremacy over all competitors by again winning the Silver Trophy (value \$1,000); Leslie H. Coombes won the Gold Medal and Title of Champion Typewriting Amateur, and Miss Celia Shanrauth beat the one-year record by 7 words a minute.

## THE REASON

The reason of the phenomenal success of "A Practical Course" rests mainly in the scientific and pedagogical way in which the student advances while mastering the keyboard. The strong fingers are not strengthened at the expense of the weak fingers; neither are the weak fingers wearied with drills in advance of their more nimble brothers. **All the fingers are trained all the time**, with due consideration for the strength and suppleness of each. The student goes from the known to the unknown, the line of least resistance being followed throughout, so that he acquires the ability to write by touch almost before he knows it. **This method has been one of the fundamental factors in producing all of the most rapid and accurate typists of the present day.**

The following typewriting records are now held by advocates of Charles E. Smith's method as presented in "Practical Course in Touch Typewriting," and all are writers of ISAAC PITMAN SHORTHAND.

## WORLD'S RECORDS

	Words per Minute.
ROSE L. FRITZ . . . . .	World's Champion . . . . . 99
L. H. COOMBES . . . . .	Amateur Champion . . . . . 75
CELIA SHANRAUTH . . . . .	One-Year Champion . . . . . 59
ELISE SCOTT . . . . .	School Champion . . . . . 52
JOSEPHINE KROEPLIN . . . . .	Minimum-time Champion . . . . . 34

In these contests five words are deducted for every error.

In the Amateur Contest, October 20, Madison Square Garden, Miss Celia Shanrauth established a new record by writing at a net speed of 59 words per minute, after 50½ weeks' school-time. Miss Josephine Kroepin made the remarkable record of 34 words, net, per minute after three months and 28 days of school-time.

### What the World's Champion Says:

"I am pleased to state that I consider 'A Practical Course in Touch Typewriting' the best typewriting Instruction Book and have found the lessons are excellent and have helped me wonderfully in working up speed. The whole course is very interesting from the beginning, and it cannot but produce the best results in the shortest time. I attribute my success in typewriting in a large measure to the assistance given me by Mr. Smith, the author of the book, and I am sure any one who uses it will be more than pleased with the results."—Rose L. Fritz, the World's Champion Typist.

### What the Amateur Champion Says:

"I believe it is the best system of typewriting ever devised. The lessons are so arranged that they not only keep up the interest, but compel the enthusiasm of the student from beginning to end. It would be a revelation to typists who have learned by some of the other methods to see the gain in the skilful manipulation of the typewriter which would come to them merely from working through the first twenty budgets of 'A Practical Course.' They would then be loud in their praises of what has so aptly been called the 'New Typewriting.'"—Leslie H. Coombes, Amateur Champion Typist.

**SIXTH EDITION NOW READY. Price 50c.; Cloth 75c.**

Published for Single and Double Keyboard, also for the Oliver.

**Isaac Pitman & Sons, 31 Union Square, New York**

Publishers of *{ "Course in Isaac Pitman Shorthand," \$1.50.  
 "Style Book of Business English," 75c.  
 "Book of Homonyms," 75c.*

## High-School Shorthand Teachers!

Barnes' Brief Courses

### PITMAN and GRAHAM SHORTHAND



are especially adapted to High-School work. If you care to know why, ask for a complimentary paper-bound copy, or send 50 cents for a cloth-bound examination copy.

On March 2 Prof. Rumsel, Director Department of Commerce, St. Joseph High School, writes:

"I am teaching the beginning class myself this term. I thought I knew the book pretty well, but it is showing up better than I expected. I never had a beginning class take such interest, and I attribute this largely to the method in which the work is presented."

The High Schools of Wheeling, Big Rapids and Birmingham are among those using Brief Course.

If you are not already teaching from

### BARNES' TYPEWRITING INSTRUCTORS

ask for free prospectus and examination terms. Used in the High Schools of such cities as St. Louis, Springfield, Mass. (also Ill.), Council Bluffs, Atlanta.

Write at once, for it will take you more than a few minutes to become thoroly familiar with the new plan of presentation.

**THE BARNES** PUB. CO.,  
A. J. BARNES ST. LOUIS

## MAIL COURSE IN

# Accounting and Auditing

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A COURSE of carefully graded lessons in *Theory of Accounts, Auditing, Business Law, Cost Accounting, Corporation Organization and Practical Accounting*, together with numerous sidelights and specialties pertaining to the accountancy profession. The course is thorough, authoritative and complete, and prepared with the assistance of Certified Public Accountants and lawyers. It will bear the closest inspection and any person who is anxious to advance cannot afford not to take the course.

Every commercial teacher should aim to improve himself in auditing and accounting and thereby increase his moneymaking ability 50 per cent. We can prepare you for a first-class position.

We prepare candidates for C. P. A. examination in any State.

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15 WILCOX STREET DETROIT, MICH.

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### IT IS UPON THIS APPRECIATION

that the Sadler-Rowe Company has built its business. It appeals for its support to the discriminating teacher—the teacher who adopts a good book when he sees it for the greater help it will give him in his teaching and the greater help it will give his students in their studying.

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**SADLER-ROWE COMPANY, - Baltimore, Md.**

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IF YOU TEACH



(The Shorthand of the English-speaking people.—Guilbert Pitman.)

## IT ALSO MEANS BETTER RESULTS

MORE BUSINESS—BETTER RESULTS—that's what you want isn't it?

### GREGG SHORTHAND

insures both

Write us to find out how you can prove it without in any way disturbing your present arrangements

## THE GREGG PUBLISHING COMPANY

Chicago

New York

### FACTS AND FIGURES

#### CHARTIER-GREGG SHORTHAND CONTEST at JERSEY CITY, N. J.

##### OFFICIAL REPORT

DRAKE SCHOOL		SPENCER SCHOOL			
PUPIL	Aug. 29 Total Words Credited	End of Contest Oct. 24 Total Words Credited	PUPIL	Aug. 29 Total Words Credited	End of Contest Oct. 24 Total Words Credited
Ada Munson...			Clara Boorman		
Edith Evans...			Mildred Payne.		
Seville Smith...	4576	5121	Gladys Taylor.		
Anna Lohse...			E. Buermeyer..		
Salome Tarr...			A. Jarvis.....		
J. W. Rush....			E. Decker.....		

Examine the figures in above report. Note that at the end of four months, August 29th, the Gregg students were (4576-4320) 246 words ahead; then look at the close of the contest, October 24th, when Chartier students were (5293-5121) 172 words ahead. A clear gain for the Chartier students in less than two months of (246 plus 172) 418 words on the Gregg students. Think of it, 418 words, a gain for each Chartier student over the Gregg student of 69 2-3 words in two months, August 29th to October 24th.

"Chartier Shorthand is so simple that a child can learn it. It has equally as great advantages from the speedpoint of view as other standard systems." Eastman Business College, Poughkeepsie, N. Y.

Free mail course to teachers.

SPENCER PUBLISHING CO., New Orleans, La.

*A Practical Course in Plain Business Writing That Strips the Subject of Its Artificial Difficulties.*

### MODERN BUSINESS WRITING

This course has been successfully used in teaching thousands to write a good, plain business hand. The copies are separate, bound loosely in budget form. The student may bring them constantly down to his line of writing, thus having a perfect copy before his eye at all times, instead of his own imperfect lines. The copies are plain and unornamental. A few practical movement exercises are used, rather than a great number of useless, pointless exercises. Simple letter forms are adhered to, and the student is, with rare exceptions, encouraged to use but one form for a given letter.

Teachers, you cannot afford to neglect an opportunity to investigate the merits of this course. It will pay you to send 25¢ for a sample copy.\*

### J. A. Lyons & Company

Successors to POWERS & LYONS

Chicago

New York

\*25¢ in stamps will be accepted.

## A SUCCESSFUL BOOK IN THE WILLIAMS & ROGERS SERIES

# Moore's New Commercial Arithmetic

By JOHN H. MOORE

Commercial Department, Boston High Schools

FROM the beginning the effort is made in this book to familiarize the student with the short processes of computation which are in general use among business men; the end in view is to teach the pupil how to save valuable time. In its preparation business men have been consulted freely, and throughout abundant material is afforded for drill in modern business problems and methods, cultivating qualities of accuracy, rapidity and self-reliance. The book has a distinct individuality, due to the manner in which the topics are treated, and to the practical character and the great variety of the problems.

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Ready*

## PRACTICAL PHONOGRAPHY

*Now  
Ready*

A revision of "LESSONS IN MUNSON PHONOGRAPHY," by L. H. PACKARD.

This book combines the best characteristics of the older work, with many additional features of a pronounced kind, making it the most logical, simple and practical text-book of shorthand published. The book contains 233 pages, beautifully engraved and printed, and substantially bound in cloth. The retail price of PRACTICAL PHONOGRAPHY is \$1, postpaid. To be used in conjunction with PRACTICAL PHONOGRAPHY, the new

### PHONOGRAPHIC EXERCISE BOOK

Containing over 2500 words and phrases in shorthand, in the order in which they occur in the textbook, with space for phonographic outline and teacher's corrections. The retail price of the Phonographic Exercise Book is thirty cents, postpaid.

A sample copy of PRACTICAL PHONOGRAPHY will be sent to any teacher or school officer, for examination, for fifty cents, or both books for seventy cents.

A complete series of new Munson reading matter in preparation.

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Both remarkable for their clearness and practical character.

**Packard's Bank Bookkeeping - - - - - \$1.25**

A reliable exposition of banking as carried on at the present day.

### LIBERAL DISCOUNT TO SCHOOLS

Any of the above books will be sent to teachers, for examination, upon very reasonable terms. Correspondence invited.

**S. S. PACKARD, Publisher, 101 East 23d Street, New York**



## PENMANSHIP IN THE ENGLISH SCHOOLS

The British schoolmaster may be charged with many shortcomings, but no one would accuse him of being fickle in his attitude toward methods of teaching. Nowhere is this more manifest than in his treatment of the art of writing. The old eighteenth century roundhand, with all its sluggish turgidity, is still the prevalent style. But how well they do write it!—and that, too, at a speed which seems to meet the requirements of business men who, in turn, persist in conducting fifty per cent of the nation's correspondence in longhand, notwithstanding the fact that the advantages of the typewriter have been urged upon them for a third of a century.

Shorn of all embellishments in the way of flourishes and curlicues, the writing taught combines a maximum of legibility with a minimum of fluency. In fact, it is the style used in our own country where legibility only is sought; for example, it is the script used on bank notes, letter heads, diplomas, etc.

British penmanship is in perfect accord with British character, however, and there is no immediate prospect of change in a system which has so long proved satisfactory to them. The only event which has occurred during recent years to disturb the otherwise tranquil course of penmanship instruction was a movement some fifteen years ago to do away with copybooks. It was thought that better teaching results could be secured by placing the copies on the blackboard, the children to reproduce them in books. It did not take long to learn that such a method produced as many varieties of writing in each school as there were instructors, and so it was abandoned. Later, teachers were permitted to use engraved copies in separate books; now a majority of the schools have returned to the old copybook idea—the work generously supplemented by well directed instruction, illustration and explanation from the blackboard.

The necessity of using the blackboard has brought about a valuable result; that is, it has made every teacher a skilful instructor in writing. The English pupil does good writing at all times—not alone in the writing class. In his English, arithmetic, history and geometry he is constantly impressed with the importance of doing his best. His teacher recognizes an error in writing just as quickly as she does one in computation or in syntax. The result is, that every pupil in a class writes well, and one never hears of the "natural born penman" nor the one who "never could write nohow."

All instructors are required not only to know what good writing is, but to be able to get good results in it. They are not permitted to shift their responsibility in teaching this, the most useful art known to man.

Again, all the written exercises are in bound books—not on loose sheets of paper. This gives the work a permanency which alone calls for care in execution.

### METHODS.

The time devoted to teaching writing in the elementary

schools of England is about the same as in this country. In Standards 1 to 4, inclusive, lessons are given twice a week, while in Standards 5 to 6 it is taught but once. The pupils will average seven years when they enter the First Standard.

The general plan of instruction is as follows:

#### INFANT DEPARTMENT.

Pupils may enter this department at the age of three, and remain until they are seven.

#### FIRST STEP—AGES 3-4.

By the use of the sand-tray the children learn to make straight lines and simple curves. By the age of four they can make a few of the short letters. The characters are made about six inches high.

#### SECOND STEP—AGES 4-5.

The most successful work that I saw done at this age was by the use of a small blackboard, eleven by fourteen inches in size, which each pupil inserted in a mortise arranged for the purpose in the top of his desk. On these boards the pupils not only learned to write with the full free-arm movement, but also did their work in drawing and arithmetic. I strongly recommend this feature to the consideration of the teachers of our first year classes. In this step all the small letters are taught, and the pupil is instructed how to join them in words. The characters are made very large—four inches high for the minimum strokes.

#### THIRD STEP—AGES 5-6.

In this step the pupil is taught to use a pencil. He also learns how to make the capital letters and to use them in short sentences.

The work is done on triple-lined paper, which fact secures a uniformity in height of minimum loop and of capital letters which could not be gained otherwise. Small letters are made one-half inch high and the loops and capitals one inch.

#### ELEMENTARY SCHOOL—FOURTH STEP.

At the age of seven the pupil is given a book to write in. He also learns to do his work with pen and ink. By this time he is thoroughly familiar with the size, shape and spacing of letters, and has but one difficult thing to do, which is, to acquire skill in the use of the pen. The books for the first three Standards have triple-lined ruling. After that but one line is used.

The alphabet is grouped in logical teaching order, the minimum letters being given first, followed by the loop letters and the capitals.

But two of the essential elements of writing are attempted, namely, Position and Form. The third, Movement, as we understand it, is neglected.

As to Position: English pupils acquire a better arm and hand position than do ours, but the position of the body at the desk is on the whole no better.

# *The Penman's Art Journal*

PUBLISHED BY  
**THE NATIONAL PENMANSHIP PRESS**  
 HORACE G. HEALEY, EDITOR  
 229 BROADWAY, NEW YORK

## TWO EDITIONS.

THE JOURNAL is published monthly in two editions.  
 THE PENMAN'S ART JOURNAL, 32 pages, subscription price 75 cents a year, 8 cents a number.  
 THE PENMAN'S ART JOURNAL, News Edition. This is the regular edition with a special supplement devoted to News, Miscellany, and some special public-school features. Subscription price \$1.00 a year, 10 cents a number.  
 All advertisements appear in both editions; also all instruction features intended for the student.

## CLUBBING RATES.

Regular Edition—75 cents a year. In Clubs of more than three, 60 cents each.  
 News Edition—\$1.00 a year. Five subscriptions, \$5.00; one hundred subscriptions, \$100.00.

After having sent in enough subscriptions to entitle the club sender to the minimum rate, as specified above, additional subscriptions in any number will be accepted at the same rate throughout the school year.

On foreign subscriptions, including Canadian, and on subscriptions in Boroughs of Manhattan and Bronx, New York, 25 cents a year extra, to pay for additional cost of delivery.

## ADVERTISING RATES.

\$3.00 an inch. Special rate on "Want" ads. as explained on those pages. No general ad. taken for less than \$2.00.

## CHANGE OF ADDRESS.

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

"TIS NOT IN MORTALS TO COMMAND SUCCESS, BUT  
 WE'LL DO MORE, DESERVE IT."

## FIGURES ON BUSINESS SCHOOLS

In connection with the report of the Committee on Tuition, appointed at the Pittsburgh meeting of the Private Commercial School Managers' Association, of which J. A. Lyons, the educational publisher, 378 Wabash avenue, Chicago, was chairman, a blank form is being sent out to commercial school men with a view to getting fuller information on various matters pertaining to this very vital subject. The character of the men working with Mr. Lyons establishes beyond all question the quality of the work being done by the committee, and every school manager receiving a form should co-operate with the committee by filling out carefully the answers to the various questions. Messrs. Enos Spencer, of Louisville; D. M. Berkey, of Cleveland, and E. M. Huntsinger, of Hartford, are all men of high standing in the commercial educational field, and their work on the committee is being done not for their personal gain, but in the interests of the profession at large.

At the time the report was submitted nearly two hundred schools had replied to the inquiries sent out. In the report the average length of business courses is shown to be between seven and eight months, that being the average time required for the pupil to complete the business course. The average length of time required to complete the shorthand course is a little less, but does not fall much short of seven months. The average rate of tuition is shown to be about \$10 per month in the commercial department, with suitable discounts for three and six months' payments in advance. The average for the shorthand courses is a little less.



W. R. Fox.

The man behind the Fox Typewriter Company, Grand Rapids, Mich. Twenty-first of a series of "Men Behind Great Business Enterprises Closely Associated with Commercial School Interests."

"I find THE JOURNAL a great inspiration to me in teaching penmanship, and I cannot afford to miss even a single copy. I think the copies of Mills & Healey are the finest that ever before appeared in the magazine.—J. T. Thompson, Steubenville, Ohio, Business College.

To the editor of THE JOURNAL the news of the death of Charles Currier Beale comes as a distinct shock. Although Mr. Beale had been ill for some time, no news of this illness had reached the office of THE JOURNAL, and the announcement of his death was like the proverbial thunder clap from a clear sky. It had been the privilege of the editor more than once to tender him the hospitality of his home, and they were fellow-members of the Willis-Bryon Shorthand Club. Mr. Beale's death was directly due to his devotion to the cause of humanity. Much of his most arduous labor was done without remuneration and in the interest of the cause he loved. He was a martyr to duty, and the greatest loss to the world is not that it will henceforth have one expert shorthand reporter less, but that it has been deprived of the personal influence of Charles Currier Beale, the man. He loved his work for the work's sake, and to him the sense of duty well done was a greater reward than any monetary consideration.

## PINK WRAPPER

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

CHANGE OF ADDRESS—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.

SPECIMENS OF WRITING BY PUPILS IN THE SCHOOLS OF ENGLAND

*Age* There was a  
6 house on fire

*Age* "I have never forgotten  
7 my visit to London.

*Age* The French have a flag  
8 which has the same three

*Age* Imagine yourself at Euston  
9 station, London, a few minutes  
before the mail-train for

*Age* Horatio Nelson was the son of  
the rector of Burnham Thorpe in  
10 Norfolk, and was born there in 1758.

*Age* The story of the life of Charles Dickens is  
full of encouragement. It tells us how a  
11 boyhood of hardship and poverty was

THE TEACHERS' CERTIFICATE

We are now ready to issue certificates to teachers for proficiency in Business Writing. The requirements are as follows:

1. The teacher must be a subscriber to THE JOURNAL.
2. A page of the best practice work taken from each month's lesson must be sent to our office at the end of the

course, said specimen to show the teacher's skill in executing movement drills, writing a set of capitals, and also a paragraph of not less than ten lines of body writing.

3. The style of writing must be the same as that advocated and taught by Messrs. Mills and Healey.

The cost of the certificate is \$1.00.

A decorative title banner at the top of the page. The main title "Handwriting in Business Writing" is written in a large, ornate, black Gothic script font. Below it, the subtitle "FOR BEGINNING PUPILS" is also in a similar script font. In the bottom right corner of the banner, there is a small emblem featuring a quill pen and the words "Miller & Watson".

# Handwriting in Business Writing

## FOR BEGINNING PUPILS

One difficult letter mastered means a victory.

Plain forms are best for business purposes.

Qualify as one of the very best Queenstown.

Rich rewards await earnest efforts Raymond.

Sample line of my business writing. Time

The arm movement is best for rapid writing.

Union and spacing in writing Uniontown.

Value a good handwriting. Varnum & Varney.

Write with the free arm movement. Write

A Citizen days sight pay to the order of I

V Value received and charge to account of 2

I Six months after date I promise to pay

X You will improve if you keep at it Y X

Z Janesville, a city in Chio. Jones & Janer

Dear Sir, Your letters of the 15th inst. recd.

J.F.Barnes.	C.G.Prince	C.E.Doner	D.H.Farley.
-------------	------------	-----------	-------------

H.W.Flickinger	W.H.Bacon	J.H.Kiser.	F.W.Martin.
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H.G.Healey	W.H.Rouse	E.H.Morse	S.G.Kahn
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C.C.Cowan	F.B.Moore	C.P.Janer.	C.L.Dorsey.
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O.P.Burns.	C.E.Cannon	G.E.Crane	J.C.Bowman
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PRACTICE ON SENTENCES AND COMBINATIONS.

unusual	vicious	wigwams	expense
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synonym	ziggags	1234567890\$	Y & of %
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# Shorthand and Copewriting



LL suggestions from the successful men in any profession are worthy of the careful consideration of those who hope to rise, for while the careers of no two persons will be exactly the same, there are many general principles which apply in all cases. In an address before the Stenographers' Association of Baltimore, in January, A. S. Goldsborough, secretary to the Mayor, showed himself not only capable of taking down the addresses of others, but also of making a speech worthy of the efforts of other stenographers.

"I think," he said, "we are all becoming more and more aware of the fact that the position of a stenographer in any community is growing in importance as time passes. Indeed, the business world at the present time is almost absolutely dependent upon the stenographer. If I, from my own personal experience, were asked the direct question as to which the commercial world could best dispense with—the telephone or the stenographer—I should undoubtedly, without a moment's hesitation, say that we could better dispense with the telephone; because we could find a substitute for that. But I think experience has already demonstrated the fact that a substitute for the stenographer is absolutely beyond finding.

"I think it is generally agreed—and particularly so when applied to women—that the world is very apt to estimate a human being in exact proportion to the estimate placed upon that being by herself. In other words, no man respects a woman who does not respect herself. Unless the woman understands that in the business world there is demanded of her a certain degree of feminine dignity, it is useless for her to expect to enjoy that to which she feels she is entitled."

Mr. Goldsborough is not in favor of the girl who flirts in an office, and to illustrate his contention that the stenographer with inclinations in that direction might find herself handicapped in securing and retaining a position, he told the story of an experience of a friend of his and a real estate man who wished to fill a vacancy in the office. When this friend entered the real estate office one day he was greeted with: "I want you to do me a favor; I want you to go back in my private office and see if you can flirt with my stenographer. She is a new one, and has been recommended to me as efficient in her work. She is quick, and has all the natural alertness which should make her a success under normal circumstances, but I want that fact of flirting settled before I retain her permanently." The girl didn't stay.

"There is no question," Mr. Goldsborough continued, "that men are peculiar. Men are not so thoughtful, not as considerate, not, if you please, as gentlemanly, very often, as they ought to be. This leads me to maintain that when a woman engages in commercial life she should be able to show not only that she is skillful, but also that she is every inch a lady—and then prove it by her conduct. A man expects the same of a woman that he expects of his own sex when it comes to business matters. He expects his male clerks to perform a certain line of work and to maintain a certain dignity,

a certain conventionality, a certain quality of diligence under all circumstances. When he pays his money he expects the full equivalent; and that is exactly the case with the lady clerk.

"I know the same frailties exist among stenographers as among all other people. I know that you find women engaged in stenographic work who endeavor to see how little work they can do for the most pay. There is no desire on her part to enter into the business of her employer as if that business were her own. There is no desire to serve that business with enthusiasm and energy, as if its success depended upon her. You will find her growing restive when the hour for closing comes. Her greatest anxiety seems to be as to how soon she can close her machine and leave. Now, a man notices these things, and they are not conducive to her advancement in that office, for men think that the disclosure of that temperament on the part of the stenographer indicates that she is not a business woman."

The speaker cited the case of a woman who started as stenographer in New York at \$6 a week, with an appreciation of the fact that if stenographic work was fit for her to undertake she would do the best with it that it was possible for any human being to do. She did not ask of herself how little she could do, but determined to do a little more and a little better work than her predecessor had done. She entered upon the work with the same spirit as if she had been an actual partner in the business. The result was that the attention of her employers was soon directed to her. They soon found that she was something more than a mere machine. They found that she was a thinker as well as a worker. To-day this woman occupies a confidential position in one of the largest corporations in the world and is said to receive a salary of \$15,000 a year.

"Of course, I do not say that every woman who goes into stenographic work can earn \$15,000 a year, but I do say this: that the same rule is applicable to any individual who enters any establishment in which she finds employment. If she goes there determined to make herself an indispensable agent inside the business machinery of her employer, you can mark it down that she will become invaluable to the man who engages her, and that, as time progresses, her pay is going to be commensurate with what she does."

While the remarks of Mr. Goldsborough were directed primarily to women, there are many points in the address which should prove as interesting to masculine as to feminine stenographers. Fidelity to duty is just as essential in the case of a young man as in the case of a young woman—a little more so, if anything, for employers are more likely to show consideration for women than for men, even though they may not be as gallant as they ought to be.

The one point is: Do your work well. Be efficient. Do not try to see how little you can do and still draw your salary, but how much you can do for what you receive. Such efforts are not in vain, the croakers to the contrary notwithstanding. Good work pays big dividends, and the inevitable result of inefficiency is failure.

# Professional Writing

55 D Q Z B P Z - Q Z G  
56 Zanzibar Zone Zachary Janobia  
57 Z Q Z B Z G Z F S Z G

The instructions for lines 55 to 57 appeared in the March issue. On account of lack of space we could not run the cut in that number.

Lines 58 to 62, as shown in the second plate, should receive

ing the *I* or *J*. Make your shades low on the *I*, making the height of the oval on the base line about two-thirds the length. In the second and third groups of this line you will note that I have joined the letters. This is done by beginning at the

55   
56  
57 *minimus*  
58 *minimus*  
59 *minimus*  
60 *minimus*  
61 *minimus*  
62 *minimus*

a great deal of practice, especially line 58. This exercise is indispensable in small letter work. Watch the connective lines carefully between the *i* and *n* in line 60. Also give the *j* a great deal of your spare time.

Line 63. Always begin a little below the base line in mak-

right of the line and writing toward the left—sort of Chinese fashion.

In lines 64 and 65 we use the capital in words and in a sentence. Practice carefully and persistently.

I I I I I I I I I I  
Indiana Farmgating Indiana  
In answer to your favor of recent date

# THE PENMEN'S EXCHANGE

During the coming year we hope to have contributions for this department from all the leading penmen. We want the best that the profession can supply. It is the plan to make this department one of the most interesting in the magazine.

## EDITOR'S SCRAP BOOK

All the way from the Republic of Salvador, Central America, THE JOURNAL has received a number of ornamental signatures executed by P. Escalon. Mr. Escalon swings a skilful pen, and his work is of a high grade.

C. B. Brown, of San Francisco, Cal., sent us a packet of his ornamental cards which are certainly a delight to the eye.

Ornamental cards received from W. C. Wood, Brooklyn, make a very creditable showing.

Some finely executed cards in the ornamental style have reached us from the pen of C. J. Gruenbaum, Lima, Ohio. Mr. Gruenbaum stands in the front ranks when it comes to ornamental writing.

A. E. Cole, of Redlands, Cal., favored us with a set of ornamental capitals that makes a fine showing.

W. H. Wherley, card writer of Ipava, Ill., has sent us some specimens of his work which show that he is able to execute the ornamental style with the best of them.

J. G. Frey, the artist penman of Cleveland, Ohio, sent us some ornamental specimens that are a credit to the writer. Mr. Frey is doing some very good work.

E. C. Davis, of Salt Lake City, Utah, in a letter renewing his subscription also displayed his ability in handling the ornamental quill.

Superscriptions worthy of mention have reached our office from J. J. Bailey, Toronto, Ont.; P. Ito, New York City; E.

S. Plank, Almond, Wis.; C. E. Baldwin, Columbia, Mo.; A. L. Fischer, Philadelphia, Pa.; Charles O. Winter, Hartford, Conn.; M. P. Ropp, San Francisco, Cal.; Wm. Heron, Jr., Hartford, Conn.; F. W. Costello, Scranton, Pa.; C. B. Adkins, New York City; H. G. Burtner, Pittsburgh, Pa.; A. C. Sloan, Toledo, Ohio; J. E. Bowman, Canton, Ohio; J. A. Snyder, Big Rapids, Mich.; E. C. Davis, Utah Business College, Salt Lake City, Utah; J. W. Creig, Johnstown, N. Y.; C. A. Barnett, Oberlin, Ohio; Bro. Camille, Danville, Que.; D. H. Farley, Trenton, N. J.

W. H. Patrick, York, Pa.; E. J. Voss, Waco, Texas; J. W. Westervelt, London, Ont.; E. J. Abernethy, Forest City, N. C.; J. D. Todd, Salt Lake City, Utah; J. F. Siple, Cincinnati, Ohio; A. W. Kimpton, Kansas City, Mo.; T. C. Knowles, Pottsville, Pa.; P. E. Holley, Waterbury, Conn.; L. E. Stacy, Meadville, Pa.; M. Hogge, Richmond, Va.; H. A. Howard, Rockland, Me.; G. A. Rockwood, Poughkeepsie, N. Y.; A. K. Feroe, Madison, Minn.; G. C. Brink, Kansas City, Mo.; Ben Kniferman, Boston, Mass.; F. C. Beetham, Mankato, Minn.; A. H. White, Chicago, Ill.; C. G. Prince, Bridgeport, Conn.; J. H. Janson, Napa, Cal.; A. E. Parsons, Keokuk, Ia.; D. N. Greer, Braddock, Pa.; W. E. Hedrick, Dayton, Ohio; J. M. Lantz, Waynesboro, Pa.; R. Guillard, Kansas City, Mo.; W. B. Day, El Paso, Texas; C. F. Remsen, Hartford, Conn.; Theo. Anderson, Minneapolis, Minn.; A. E. Cole, Redlands, Cal.; M. A. Adams, Marietta, Ohio; J. G. Frey, Cleveland, Ohio; Ervin Davis, Morehead, Ky.



ORNAMENTAL SIGNATURES BY J. A. SNYDER, BIG RAPIDS, MICH.



BLACKBOARD WORK BY D. H. FARLEY, TRENTON, N. J.

B.B.Brown  
S.S.Samuels  
G.G.Goodwin  
H.H.Harmon

BUSINESS SIGNATURES BY A. E. COLE, TARENTUM, PA.

P.J.Lackey  
G.F.Sawyer

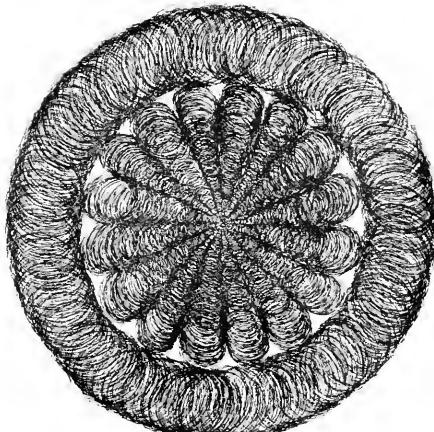
By A. H. DIXON, RIVERSIDE, CAL.

S.B.Vincent  
D.D.Binner

OFF-HAND SIGNATURES BY M. M. VAN NESS, HOBOKEN, N. J.

C.E.Sjostrand

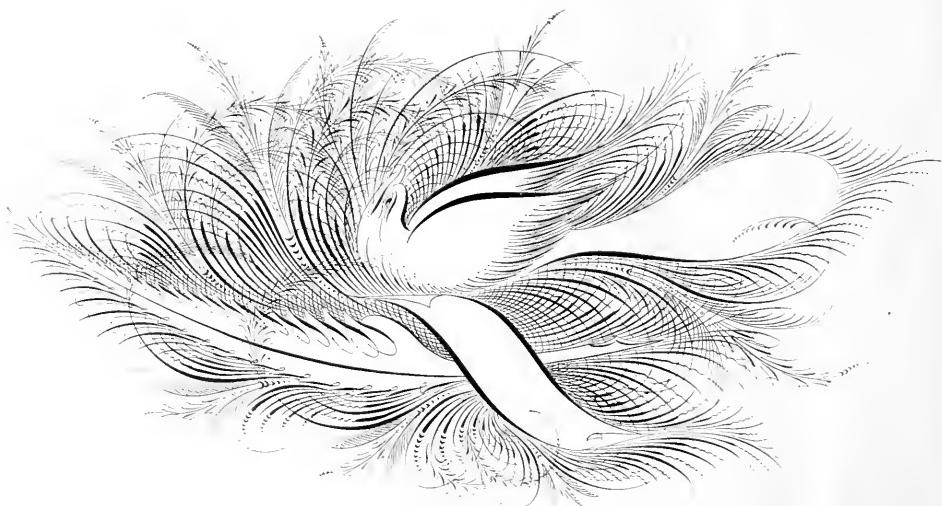
BUSINESS SIGNATURE OF C. E. SJOSTRAND, WARREN, MINN.



MOVEMENT DESIGN BY LAURA R. TAYLOR, STUDENT OF C. R. HILL, DRAKE COLLEGE, NEWARK, N. J.



LESSON 1.



LESSON 2.



## MIRROR OF THE PROFESSION

*THE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it worth at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low cubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.*

### MOVEMENTS OF THE TEACHERS

Miss Sadie H. Pickard is now teacher of Gregg shorthand in the Dover, N. H., Business College.

J. A. Madden, a Zanerian graduate, is now a member of the teaching staff of the Bowling Green, Ky., Business University.

Miss Dorothy Helme, a graduate of the Albany, N. Y., Business College, is the new commercial teacher in the Oneonta, N. Y., High School. She takes the place of Miss Emma G. Bates, who goes to the Yonkers, N. Y., High School at a handsome salary.

F. M. Watenpaugh, formerly of the Grand Island, Neb., College, is now in charge of the Aurora, Neb., Business College.

J. S. Atkinson, late of Harrisonburg, Va., is now manager of the Metropolitan Business College, Chicago, Ill.

T. B. Liner, formerly of the Oklahoma Commercial School, Ada, Okla., is now engaged as superintendent of the Allen, Okla., Public School.

### HYMENEAL

Announcement has been received of the marriage at Brockport, N. Y., of A. H. Perry, treasurer and principal of the Martin School, Pittsburg, to Mrs. Florence L. Warman. Mr. Perry is well known in commercial school circles, and we are sure that his married life will be as happy as his business experience has been successful.

Announcement is made of the marriage of Floyd E. Barbour, of the Greenwich, Conn., High School, to Miss Florence E. Clock, of Stamford. Mr. Barbour is a young man of high character, as well as great capacity as an instructor, and our good wishes for the future happiness of the young couple are born of the certainty that the wish is prophetic.

### INVITATIONS RECEIVED

The Board of Trustees cordially invited THE PENMAN'S ART JOURNAL to be present at the formal opening of the New Collegiate Institute, Picton, Ont., Friday, March 12, 1909.

On the evening of February 18 an entertainment was held at the Spencerian Commercial School, Cleveland, Ohio, to celebrate the registration of the forty thousandth student. About 1,200 pupils and ex-pupils were in attendance and every one had a good time. The enrollment of this school has increased sixty per cent over the same period last year, and E. E. Merville, president of the school, feels that everything points to a speedy return of business prosperity. Mr. Merville is one of the sort of men who are largely responsible for business activity.

### NEW SCHOOLS AND CHANGES

M. A. Adams, of the Marietta, Ohio, Commercial College, has purchased Braniger's Business College, at Parkersburg, W. Va.

The Dayton, Ohio, Business College, has been purchased by Charles W. Gay, of Schenectady, N. Y.

### CHANGE IN POWERS & LYONS

A change has been made in the firm of Powers & Lyons, educational publishers, Chicago, J. A. Lyons having purchased the interest of O. M. Powers in the business. Mr. Powers finds that the management of the Metropolitan Business College requires all his attention. The publishing business will continue under the name of J. A. Lyons & Company, with Mr. Lyons as manager. These gentlemen have been associated in business for nearly a quarter of a century. There will be no departure from the high-class methods which have always characterized the firm of Powers & Lyons, and which have made it one of the most popular of educational publishing houses.



J. H. BACHTENKIRCHER,

Supervisor of Writing, Lafayette, Ind., Public Schools. Fifth of a Series of Prominent Supervisors.

**OBITUARY****CHARLES CURRIER BEALE.**

No greater loss could have come to the shorthand profession than that which fell upon it in the death of Charles Currier Beale, on the 9th of March, in West Medford, Mass., due to overwork. Following his nervous breakdown he left his home at 28 Monument street and entered a sanitarium, but the strain had been too great and he did not recover.

Mr. Beale was born in West Medway, Mass., in 1864, and was but 44 years of age when he died. He was best known as a shorthand man, and was one of the most widely known shorthand authors and reporters in the country. He was one of the prime movers in the establishment of the National Shorthand Reporters' Association and served as its president. During the earlier part of his career he conducted successful shorthand schools in Boston, Providence and Lynn, but soon turned his attention to professional shorthand and official court reporting. In 1898 he was appointed official court re-



porter to the Second Jury Session of the Superior Court of Suffolk County, and held the position up to the time of his death.

While at work carrying on his professional shorthand duties he took a four-year-course in the Boston Y. M. C. A. law school and was admitted to the bar in 1897. In connection also with the directors of the Boston Y. M. C. A. he became interested during the past season in a class of instruction for shorthand writers in the duties of professional reporters. In the absence of teachers qualified for this service Mr. Beale undertook the personal instruction of the class and prepared its curriculum. He was also engaged since last Fall in the reporting of a series of addresses before the graduate school of business administration connected with Harvard University.

It was the literary side of shorthand rather than the professional that appealed most strongly to Mr. Beale. He accumulated a library of shorthand works of nearly 3,000 volumes, containing rare copies of first editions. He also made a thorough study of the history of shorthand, and in this field must be considered as having attained an authoritative position. Few men have delved more deeply with more painstaking and studious research into the literature of shorthand.

His paper on "The Silent Man," depicting the court stenographer at his table in the busy courtroom, is regarded as a classic among the profession. His collection of periodicals comprised complete files of all important American and English shorthand journals, as well as a notable collection of the printed proceedings of trials and debates reported by early American and English shorthand writers, and a number of valuable manuscripts, including some tiny testaments and psalm books in the Old English stenographies.

He loved his profession for its own sake, and used his keen mind in endeavoring to uplift shorthand standards. His conspicuous ability and fidelity as court reporter in the Superior Court house in Boston earned for him during his ten years of service the good will and esteem of bench and bar.

It was while he was conducting shorthand schools that he became interested in the movement to popularize the international language "Volapük," which began in this country about 1888. Mr. Beale spent a large amount of money and time in the attempt to spread a knowledge of its utility. He was elected secretary of the North American Volapük Association; edited and published for three years the magazine "Volapük," devoted to the advancement of the new tongue; taught it to large classes in Boston and vicinity, including one class in the Boston evening high school, and organized the Boston Volapük Club. Mr. Beale was also a member of the American Dialect Association.

Mr. Beale was the author of a text book on stenography known as "Beale's Shorthand," which embodied his ideas of improved shorthand. The work was highly successful and ran through many editions. Although not a clubman in any sense of the word, he was an active member of the City Club of Boston.

To his wife and daughter, Miss Helene Beale, aged 19, THE JOURNAL extends the sympathies of the commercial educators of the country, and especially those of the shorthand men and women who knew him best and appreciated most fully the sterling qualities of the man.

**L. W. HALLETT.**

Another pennman has gone. This time it is Leroy W. Hallett who has been called. He died at Millerton, Pa., on February 19, after a rather long illness. Born in Afton, N. Y., in 1844, he spent his early days around his father's saw-mill. His parents planned to have him study medicine, but that work did not appeal to the boy, and when he came under the influence of P. R. Spencer, at Delhi, at the age of 14, he determined upon making penmanship his life work. At the age of 17 he began teaching penmanship itinerantly, and these travels were continued for a quarter of a century. During this time he handled large classes and was instrumental in furnishing inspiration to thousands of young people, mostly in New York and Pennsylvania. About 1886 he engaged with the Elmira School of Commerce as a special teacher of penmanship, and remained there for fifteen years. For the past eight years, owing to ill health, he had been compelled to withdraw from active school work and much of his time was devoted to pen work in his home, where he worked up a large business in card writing and engrossing. His collection of pen work was exceptionally good, and being also a great reader, he had gathered together a large library of standard works, which he always kept at the service of his friends. Mr. Hallett's character was as fine as his penmanship, and many friends will mourn his loss. His wife, to whom he was devoted, had preceded him by several months.





"PEACE ON EARTH, GOOD WILL TOWARD MEN"

**I**N his report as Chairman of the Committee on Tuition, made to the Convention at Indianapolis last December, J. A. Lyons, the Chicago publisher, said many things which should interest every commercial school man. He said some things which some of his hearers probably did not like, but he spoke from the broad experience of the educational publisher who has dealt for many years with commercial schools. He called attention to some tendencies which, if not corrected, are bound to work against the best interests of a profession whose self interest should demand constant watchfulness and the most absolute open-mindedness in the matter of improvement.

Not infrequently is heard the complaint of the commercial school man that the commercial department of the high school is undermining the business school conducted as a private enterprise, and it must be admitted that to some extent this is true. But if an efficient commercial school, conducted as a private business, has ever been seriously injured by competition with the commercial department of the high school we have not learned of it. In efficiency a private enterprise, well managed, can almost always produce better results than one under public control.

In the matter of training for stenographic positions there is not much criticism to be made, in general. Given a pupil with fair knowledge of English and possessed of energy and ambition, there will be little danger of failure. If he goes out from school with ability to take fairly rapid dictation, transcribe his notes accurately and with proper regard for grammar and punctuation, he will be able to do all that is expected of him at the outset, and if he has the proper material in him his advance will be rapid. With the bookkeeper it is different.

Mr. Lyons starts with the statement that he doesn't intend to mince words, and follows with the criticism that the average bookkeeping course of to-day fits a youth to be an office boy and nothing more, so far as bookkeeping goes. This is a severe indictment, but in many cases it is just. Some schools are not strong enough to train pupils to be more than mere office boys, while others think they must meet the demand for short courses by depriving them of everything but the barest skeleton. The pupil comes out with a knowledge of debits and credits, but enters the business office with no preparation for actual bookkeeping work.

The report states that schools are not coming so near fitting their pupils for bookkeeping positions as they did a few years ago. Many of the older schools are giving the same courses they gave twenty years ago, while the business world is not using the same methods that were used at that time. The result is that the pupil with fair preparation for work in an office at that time is not fitted to meet the demands of the up-to-date business man. In some cases it seems to be forgotten that a complex civilization is increasing the demands made upon men in every line of work, and this is particularly true in bookkeeping, with the great increase of corporation work to be done. To a great extent the big firm has taken the place of the little one, and the duties of the bookkeeper have become more involved in consequence.

Mr. Lyons calls attention to the inability of commercial schools to place their graduates. Every one familiar with commercial school work knows that it is easier to place a stenographic graduate than the graduate of the bookkeeping department. May not this be due almost entirely to the fact that the comparative efficiency of the stenographer and the bookkeeper upon graduation is so much different, with the difference in favor of the stenographer? Is it not a fact that with the increased number of corporations, with their involved systems of bookkeeping, there must be a greater demand for men capable of handling these books than was the case when every business man was his own bookkeeper and merely kept his debits in one column and his credits in the other? If the graduates of the commercial schools are not taking these places is it not evident that it is because they are unfitted for them?

In one of the New York papers every Sunday may be found nearly a half column of advertisements for bookkeepers, many more than for stenographers. On the face of it it would appear that the young person with knowledge of bookkeeping would stand a better chance of getting a place than the one with knowledge of shorthand. But this is not the case. Unquestionably the stenographer, however poorly prepared, averages up nearer to the necessary standard than does the bookkeeper.

One of the severest indictments named by Mr. Lyons is that there is no demand for thorough courses in bookkeeping. He declares that the files of every publisher of bookkeeping texts are filled with correspondence from business schools testifying to the weak character of the courses desired. It is the sets for intermediate grades that the schools commend most highly, although they add that few pupils reach the grade for which these sets were written. They turn out expert bookkeepers incapable of handling the intermediate sets of the publishers. The pupils want a short course, and instead of devoting themselves to proving to the public that the thorough course is cheaper in the end, the managers display much eagerness in securing courses which can be completed in record time.

These criticisms do not, of course, apply to all schools, but to far too many. They apply so frequently that the good schools inevitably suffer with the bad. When the public finds a business "university" graduating pupils unable to add a long column of figures correctly it is justified in showing a lack of respect for the institution, and not only that, but it cannot be censured too harshly for classing all private commercial schools together as impractical.

This is a matter to which business school managers will find it more and more worth their while to give attention. The private commercial school has a field, and in spite of the competition of commercial departments in the public schools there will continue to be found highly successful business schools. But these successful schools will be strong and efficient, for if the longer courses in the public schools produce better bookkeepers the public school graduates will secure the positions. There must be a general strengthening of commercial school courses all along the line if those institutions are to live.

# CONVENTION NEWS AND NOTES

## PROGRAMME EASTERN COMMERCIAL TEACHERS' ASSOCIATION

THURSDAY MORNING, 9.30 TO 12—CROWN HOTEL.

Registration of members.

Payment of dues.

Trips in and around Providence, under the direction of the Local Committee.

THURSDAY AFTERNOON, 1.30 TO 4.30—NORMAL SCHOOL.

1. Address of welcome to the State of Rhode Island, Hon. Aram J. Pothier, Governor of Rhode Island.

2. Address of welcome to the City of Providence, Hon. Henry Fletcher, Mayor of Providence.

3. Response, T. B. Stowell, Bryant & Stratton Business College, Providence, R. I.

4. President's Address, Edward M. Hull, Ph. D., Banks Business College, Philadelphia, Pa.

5. Announcements and appointment of Committees.

6. Address, Walter E. Ranger, State Commissioner of Public Schools of Rhode Island.

7. School Management, E. E. Merville, Spencerian Commercial School, Cleveland, Ohio.

8. The Newspaper Attitude to Simplified Spelling, Charles T. Platt, Platt's Business School, Hoboken, N. J.

9. A Twenty-Minute Talk on Penmanship, C. E. Doner, Beverly, Mass. Discussion.

10. What a Business Man Expects of a Stenographer, A. W. Holmes, Baird-North Company, Providence, R. I.

THURSDAY EVENING.

Entertainment to be provided by the Local Committee.

FRIDAY MORNING, 9.30 TO 12.30—NORMAL SCHOOL.

1. Suggestions to Teachers of Commercial Law, F. G. Nichols, Rochester, N. Y., Business Institute.

2. The Development of the Business High School, Allan Davis, Principal Business High School, Washington, D. C.

3. What a Typist Ought to Know, Archibald Cobb, Remington Typewriter Company, New York City. Discussion.

4. Beginners' Bookkeeping in the High School, Frank E. Lakey, English High School, Boston, Mass.

5. Beginners' Bookkeeping in the Business School, C. H. Plaisted, Rhode Island Business College, Providence, R. I. Discussion.

6. A Seminary Method of Teaching Commercial Subjects, Calvin O. Althouse, Boys' High School, Philadelphia, Pa.

7. Signs of the Times in Commercial School Work, J. C. Walker, Burroughs Adding Machine Company, Detroit, Mich. Discussion.

FRIDAY AFTERNOON, 2 TO 4.30—NORMAL SCHOOL.

1. Business Ethics, Hon. T. M. Waller, Ex-Governor of Connecticut, New London, Conn.

2. The Perplexing Problem of Commercial English, Carl C. Marshall, Goodyear-Marshall Publishing Company, Cedar Rapids, Ia.

3. Business Correspondence—What It Is and How It

Should Be Taught, Carl Louis Altmaier, Drexel Institute, Philadelphia, Pa. Discussion.

4. Typewriting, Miss Gertrude W. Craig, Simmons College, Boston, Mass. Discussion.

5. How the School Can Help the Graduate Before and After Graduation, C. B. Pease, Burdett College, Boston, Mass.

6. Arithmetic, A. R. Dorman, Middleboro, Mass.

7. Laboratory Methods in Teaching Arithmetic, James E. Downey, High School of Commerce, Boston, Mass. Discussion.

FRIDAY EVENING.

Reception, 6.30 to 7.

Banquet, 7; Toastmaster, Charles M. Miller, the Miller School, New York City.

SATURDAY MORNING, 9 TO 12.30—NORMAL SCHOOL.

1. Shorthand Contests for the Miner Medal and Eagan Cup (beginning at 9).

2. Typewriting Contests for the Penman's Art Journal Trophies (beginning at 10.30).

3. Round Table (speakers limited to five minutes). Open discussion of practical school problems, such as:

Methods of Obtaining Students.

Standards of Admission.

Standards for Graduation.

Securing Employment for Students.

4. Commercial Education in England, Horace G. Healey, Penman's Art Journal, New York City.

5. Shorthand, G. P. Eckels, Commercial High School, Pittsburgh. Discussion.

SATURDAY AFTERNOON, 2 TO 4.30—NORMAL SCHOOL.

1. Business Meeting (2 to 3.30):

a. Reading of Minutes and General Secretary's Report.

b. Treasurer's Report.

c. Report of Committees.

d. New Business.

e. Election of Officers.

f. Selection of Place for Next Meeting.

g. Adjournment of Business Meeting.

2. Training in Accountancy, Orlando C. Moyer, Simmons College, Boston, Mass.

3. Course of Study for a Business High School, Carlos B. Ellis, Technical High School, Springfield, Mass.

4. Announcement of Results of Contests.

## GET YOUR TICKETS FOR PROVIDENCE

If any doubt existed in the minds of the members of the Executive Committee of the E. C. T. A. as to the ultimate success of the Easter meeting, that doubt vanished when they visited the beautiful and busy city of Providence on January 30 and clasped hands with the local people.

It has never been my pleasure to meet a better body of men. Their earnestness and enthusiasm were contagious, and I became so thoroughly impressed with the idea that this will be the best meeting yet held, that I sincerely hope every

member of the association will make a special effort to be present.

The committee has worked faithfully to make up the best programme of which they were capable, and now having finished their labors are willing to accept the verdict of the association as to how well they have performed the duties intrusted to them.

If you appreciate a warm, hearty welcome go to Providence Easter and you will get it. The local people are working and planning day and night for your entertainment, comfort and pleasure. Let us show our appreciation of the earnest and faithful efforts they are making by doing our best to get together the largest attendance in the history of the association.

E. H. NORMAN,

Chairman Executive Committee E. C. T. A.  
Baltimore, Md.

#### **MEETING OF THE CONNECTICUT BUSINESS EDUCATORS' ASSOCIATION**

The Sixth Annual Convention of the Connecticut Commercial Educators' Association was held in the rooms of the New London Business College Saturday, February 20, 1909.

R. A. Brubeck, proprietor of the school, welcomed the members and visitors in a few witty and well chosen words, after which N. B. Stone, President of the Association, spoke of the "Progress and Needs of the Connecticut Commercial Schools." He gave an account of the first attempts at establishing this class of schools by Mr. Bartlett in 1834.

Mr. Stone then introduced C. C. Lister, of New York, who gave a practical talk on penmanship, with illustrations on the blackboard. Carl C. Marshall spoke extensively on the subject, "How and Why We Should Know Words." C. B. Post's subject was "Correspondence," and was handled by him in an able manner. He read some letters of application and acceptance, calling attention to the weak points and showing how stronger phrases might be substituted.

H. M. Rowe, of Baltimore, spoke on the "Ideal Business School, How Promulgated and Kept to the Front." Mr. Rowe concluded his talk by saying that the business school, in order to be successful, must be conducted by men with truer educational instincts.

One of the most interesting features of the forenoon program was a speech by ex-Governor Waller, of Connecticut, a

citizen of New London, who said much in praise and encouragement of the business schools and of the young men and women trained therein. He was given a vote of thanks by the Association for his splendid address.

The afternoon session opened with the Typewriter Speed Contest for the Brown Trophy, a handsome bronze cup presented to the Association by J. S. Brown, of Bridgeport, to be contested for only by students of bona fide public or private schools in the State of Connecticut. The winner was also to receive a gold medal properly engraved.

Out of the eight contestants the three making the best records were:

	Total Number of Words	Net Speed Per Minute.
Edith E. Eccles.....	2,387	144 56
J. S. Chchowski.....	2,088	130 48
Caroline Church.....	1,879	135 40

Miss Eccles was accordingly presented with cup and medal.

The regular business meeting of the Association was held after the contest and the following officers were elected for the ensuing year:

President—L. B. Matthias, Bridgeport.

Vice-Pres. and Treas.—E. J. Goddard, Bridgeport.

Secretary—Miss Flora B. Pryor, Waterbury.

Ass't Secretary—Miss Abbie A. Coburn, New Haven.

Member Ex. Committee—N. B. Stone, New Haven.

In behalf of Mrs. Merrill, of Stamford, Mr. Brown presented a gavel to the Association and gave an invitation to hold the next meeting in her Stamford school.

George A. Booth, of New Haven, gave a talk on "Mathematics," and C. V. Oden, of the Underwood Typewriter Co., followed with a talk on "Progress."

Rose L. Fritz, the world's champion operator, took Mr. Oden's talk on the typewriter, following him with ease, and then gave a one-minute exhibition of speed, writing 123 words. Miss Fritz's wonderful speed and perfect command of the machine elicited much applause from the members and visitors.

I. S. Brown read a paper on the "Modern Use of the Typewriter," and the program closed with a short talk on "High Standards," by C. C. Fitch, of the Remington Type writer Co.

It was the unanimous verdict that Saturday's Convention was the liveliest and most profitable in the history of the Association, which, though only six years old, has become an important factor in commercial education in Connecticut.

#### **SHORTHAND CONTEST COMMITTEE**

The death of the chairman of the Shorthand Contest Committee, Charles Currier Beale, made some changes in the committee necessary. O. L. Detweiler, president of the National Shorthand Reporters' Association, has been elected chairman.

The loss of Mr. Beale will be felt very keenly in the dictation, but every effort will be made to secure a satisfactory dictator to conduct the work.

The committee has determined that preliminary dictations shall be given in the hall immediately preceding the contest, in order that the contestants may become accustomed to the voice of the dictator, and also that they may get "warmed up." These dictations will probably be at speeds of 160, 180 and 200.

The committee decided that no transcript would be counted which contained more than ten per cent of errors. This is in accordance with the rules of last year, but it was not stated in the rules when published.

All who desire to enter the contest should communicate with the secretary of the committee, Edward H. Eldridge, Simmons College, Boston.



# News of the Profession

After April 1st the Du Bois (Pa.) College of Business may be found in its own building. That excellent school is to be congratulated upon this evidence of its prosperity. The number of business schools owning the buildings they occupy is still small, but it is growing steadily.

The pupils of Childs' Business College, Providence, held their annual reception on the evening of February 12, with about 250 persons present. In the early part of the evening the faculty held a reception, while five tables of whist were filled by those who cared for that amusement. Later on those who delight in the graceful movements of the dance had opportunity to pay their respects to the muse of Terpsichore. Those who received were C. H. and E. E. Childs and Misses Luce, Heppenstall and Eddy.

R. J. Bennett, of the Detroit Business University, is having excellent success with his course in accountancy. It is highly spoken of by those familiar with it and competent to judge.

J. H. King, of King's Business College, Raleigh, N. C., announced a short time ago that his school had an attendance of nearly 300, with every promise of an increase in numbers. He also added that "THE JOURNAL seems to be getting better all the time. It reaches certain stages of perfection sometimes when we think it certainly cannot surpass itself; but the first thing we know it has gone way beyond this mark of perfection." Mr. King's compliment is appreciated, and if we do not deserve it it is not because every effort is not bent in that direction.

A recent issue of *Queen City Men*, published in the interests of the Y. M. C. A. of Cincinnati, presents to its readers an excellent likeness of John F. Siple, who has charge of the class in penmanship in the school. A special class in business penmanship was formed on March 16 and cannot fail to grow in popularity.

A. J. Williard, formerly of Middletown, Va., is now engaged in the real estate business at Gratz, Pa., where he is putting into actual practise some of the principles he formerly sought to inculcate into his pupils.

No finer piece of general school literature has ever reached us than the *International Business College Journal*, from Fort Wayne, Ind. It is 12x18 inches in size, with cover of an exceptionally good quality of paper, and its 32 pages are embellished with half-tones showing interior views of the school, including a typewriting room with more than 100 machines in view, lifelike pictures of present and former pupils, and reproductions of commendatory letters. The publication cannot fail to hold the attention of young people interested in commercial education, and the cuts of scores of former pupils now successfully engaged in business must prove convincing.

C. W. Ransom's growing business is now housed in the new Reliance Building, at Kansas City, where his quarters are larger and his facilities better than ever. The Ransomerian School of Penmanship, Bookkeeping and Shorthand is deservedly successful.

A postal card from J. E. Soule, the Philadelphia penman and engraver, received in this office early in March, announced that he expected to return to this country about the 1st of April. He is thoroughly enjoying his trip.

A printed copy of the address of J. A. Lyons, of Chicago, at the Convention in Indianapolis, embodying the report of the Committee on Tuition, has been received. Mr. Lyons has made some excellent points, and the article is worthy of the attention of all business school managers.

The February issue of *The Progressive Stenographer*, published at Baltimore, contains the address delivered by E. H. Norman, of the Baltimore Business College, before the young women of the Stenographers' Association of that city. As is always the case with Mr. Norman's remarks, they were appropriate and interesting.

The annual reunion and dance of the pupils of the Auburn Business School is referred to by the Auburn *Citizen* as "A Big Affair." Nearly 400 pupils and friends were present. Eighteen numbers appeared on the programme and several extras were rendered, so there was no lack of opportunity for the most enthusiastic dancers to enjoy themselves. H. F. Crumb, the principal, dropped for the evening his disciplinary dignity and entered heartily into the spirit of the occasion.

Francis D. Courtney, well known to all penmen, has been appearing at the Coliseum, in Chicago, and his work with the pen is one of the features of the Business Show. The Chicago *Tribune* says that one of his most interesting exhibitions consists in writing with both hands upside down, producing different matter with each hand. Incidentally, the *Tribune* remarks that the Business Show in Chicago was very successful and more business was done in actual sales than at any previous show.

As foreshadowed some time ago, the Board of Trade forced R. J. Maclean, of the Goldey College, Wilmington, Del., to accept re-election to the presidency of the Board. Mr. Maclean felt that he had already served as long as his other interests would permit, but the Board thought differently. *The Morning News* says:

"There was a vigorous opposition to the renomination of President Maclean, though that opposition was confined to himself. For once, he was at odds with every member present, and finally was compelled to give way before superior numbers, and accept the will of the Board."

As will be observed, Mr. Maclean occupies a most enviable position in the business life of his home city, and with such support his school could not be other than successful. A later issue of the *Morning News* gives a cut of Mr. Maclean on the front page beside that of Charles M. Schwab, the steel magnate, both of whom spoke at the Board of Trade dinner. Mr. Schwab was in good company.

R. A. Grant, manager of the Specialists' Educational Bureau, Webster Groves, Mo., advises that Charles H. McGuire is now associate manager and will devote his entire time to the business. Mr. McGuire is an experienced commercial school man, and his connection with the bureau will greatly strengthen that already popular agency.

The School of Commerce, Cincinnati, Ohio, is now under the absolute control of Thomas P. Scully, he having purchased the interest of his partners in the institution. It is his purpose to broaden and strengthen the school and make it an even more important factor in the business educational life of the city.

## RAPID CALCULATIONS

D. A. McMILLIN  
Banks' Business College, Philadelphia, Pa.



THE adaptability of short cuts in actual business is not recognized by many of those whose profession is that of training young men and young women for entrance into the business world. This is undoubtedly due to the fact that a great majority are without actual business experience, and base their opinions on theoretical knowledge. Notwithstanding criticisms and doubts on the part of so many of my worthy co-workers, I feel justified in saying that no teacher can perform a more worthy service than that of equipping his pupils with a thorough knowledge of all that is best in the way of handling figures with rapidity and accuracy. It is not my purpose to go into details with regard to the numerous short cuts that are not only practical, but essential, but merely to illustrate by the use of one simple problem, five different methods by which it may be extended mentally.

The problem is,  $55 \times 45$  equals 2,475.

*1st. The Square Rule.* To multiply two numbers, one a little more, and the other as much less than a mean or intermediate number:

$$55 \times 45 \text{ equals } 2,475.$$

The mean number, 50, squared, equals 2,500.

5 squared equals 25. 2,500 minus 25 equals 2,475.

*2d. The Five Rule.* To multiply two numbers ending in 5. Find the sum of the numbers at the left of the fives, and if the sum is even, write 25 in the result. If uneven, write 75.

$$55 \times 45 \text{ equals } 2,475.$$

Multiply the left hand numbers and to their product add half of their sum. If the sum is uneven add the smaller half of the sum.

$$5 \text{ plus } 4 \text{ equals } 9 \text{ (odd); write } 75 \text{ in the result.}$$

$$5 \times 4 \text{ equals } 20 \text{ plus } 4 \text{ (small half of 9), equals } 24$$

*3d. The Eleven or Multiple of Eleven Rule.* To multiply two numbers when one is a multiple of 11.

$$55 \times 45 \text{ equals } 2,475.$$

Multiply the first figure in the multiplicand (5) by 5, equals 25. Then the sum of the two figures (5 plus 4) by 5, carrying the 2, equals 47. Then the last figure (4) by 5, carrying the 4, equals 24, or 2,475.

*4th. To Multiply Two Numbers Whose Units or Tens Are Alike.*

$$55 \times 45 \text{ equals } 2,475.$$

Multiply right hand figures and place the unit figure in the product,  $5 \times 5$  equals 25. Write 5 and carry 2. Add the unlike figures, 5 plus 4 equals 9, and multiply the sum by one of the like figures, 9  $\times$  5 equals 45. Add the carrying figure, 45 plus 2 equals 47. Write the 7 and carry 4. Then multiply the unlike figures, 5  $\times$  4 equals 20. Add the carrying figure, 20 plus 4 equals 24, or 2,475.

$$\text{Thus: } 5 \times 5 \quad \text{equals} \quad 25$$

$$5 \times (4 \text{ plus } 5) \quad " \quad 45$$

$$5 \times 4 \quad " \quad 20$$

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*5th. To Multiply a Number of Two Figures by Any Other Number of Two Figures.*

$$55 \times 45 \text{ equals } 2,475.$$

Multiply 5 (units) by 5 (units) equals 25. Write 5 in the result and carry the 2. Next 5 (units)  $\times$  5 (tens) equals 25, to which add the 2 carried from the first multiplication, also 4 (tens)  $\times$  5 (units), which gives 47. Write 7 in the result and carry the 4 to the product of 5 (tens)  $\times$  4 (tens) which gives 24, completing the result.

$$\text{Thus: Units } x \text{ units} \quad 5 \times 5 \quad \text{equals} \quad 25$$

$$\begin{array}{r} \text{Product of two extremes plus product of two means.} \\ \hline \text{Tens } x \text{ tens} & 5 \times 4 & 20 \\ \hline \end{array}$$

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While a knowledge of all these rules is not absolutely necessary to acquire speed, they aid one materially in reaching results more quickly, inasmuch as it makes possible the selection of that method which is best adapted for the special problem to which it is to be applied.

For example; in finding the result of  $85 \times 65$ , one would invariably use the second method illustrated above; or for  $78 \times 58$  the fourth method; or for  $39 \times 72$  the fifth method; or  $78 \times 66$  the third method, and so on, as might be illustrated indefinitely. I would never recommend the use of short methods, with the possible exception of the third illustration, except as a crosswise extension used by some authors of books on rapid calculation. By the third method time may be saved, as in the following:

$$\begin{array}{r} 432634 & 7 \times 4 & 7 \times (3 \text{ plus } 2) \\ 77 & 7 \times (5 \text{ plus } 4) & 7 \times (4 \text{ plus } 3) \\ \hline & 7 \times (6 \text{ plus } 5) & 7 \times 4 \\ 33314358 & 7 \times (2 \text{ plus } 6) & \end{array}$$

The above methods are only a few of those that I consider practical and which have demonstrated their value as time savers. In class drills, I would place the use of short methods in making extensions as next in importance to addition and am convinced that thorough and concentrated effort along that line will be a cause of gratification not only to the teacher but to the student. I dictate material that has previously been prepared, varying it as the occasion demands. In dictating for cross multiplication as shown by the fifth method above, I frequently read them in groups of five. To illustrate:  $34 \times 68$

$$28 \times 37$$

$$92 \times 56$$

$$39 \times 47$$

$$24 \times 35$$

The result which is required is that of the total sum of the extensions, which in this case would be 11,473. It will be observed that this not only gives practice in short extensions, but also in addition. After a little practise students will be able to give the results of problems of this character in from 20 to 30 seconds without difficulty.

A most striking example of the benefits of the training which I have briefly touched upon in this and preceding articles has recently been brought to my notice. A young man, a recent graduate from the institution with which I am connected, received an appointment to the clerical force of one of the largest manufacturing concerns in this country. It so happened that he was detailed to do work that required many extensions, frequently amounting to several thousand a day. Thus he was enabled almost at once to put into use the knowledge of what he had learned in school touching that point. The ease with which he did his work and the accuracy of its accomplishment, taken together with

the unusually large volume passing through his hands, soon attracted the manager's attention. In comparison with what other employees had been and were doing on similar work and with apparently more effort, the difference was so great in favor of this young man that it was a revelation to the manager, when at his request he was shown how this condition was made possible. It is not necessary to add that the young man is enthusiastic in his work and is apparently traveling on the road that leads to success.

This and many similar cases have caused me to hesitate at times when bookkeeping seemed to be the only thing of importance in a commercial course. In conclusion, I will admit that bookkeeping and all the other branches in that course are important, but I submit that the foundation upon which a successful commercial training rests is the easy, rapid and accurate handling of figures.



**BOOK OF HOMONYMS**, by B. S. Barrett. Isaac Pitman & Sons, publishers, New York. Cloth, 192 pp. Price, 75c.

Homonyms are those perplexing words which, pronounced alike but spelled differently, cause trouble not only for the beginner but for the advanced pupil in English as well. Even the most experienced writers at times have difficulty with some of these words. Mr. Barrett has gathered together five or six hundred of these words and arranged them in alphabetical order with copious exercises for the use of classes or private learners. The book is based on the experience of the author as teacher, and is therefore a practical work, not only for the pupil, but for the stenographer and correspondent. It is not a grammar or a spelling book, but is supplemental to both, and contains information not elsewhere furnished, which cannot fail to be of service to every user of the English language.

**PRACTICAL DRILLS IN SHORTHAND PENMANSHIP**, by George S. McClure. The Gregg Publishing Company, publishers, Chicago. Paper, 64 pp. Price, 15c.

Some five years ago a series of drills appeared in the Gregg Writer which proved very popular, the purpose being to give drills in penmanship which would be of service to the writer of Gregg shorthand by cultivating freedom of movement, especially of those movements of the hand and arm which are required by the stenographer. The worst fault with many stenographers is that they do not seem to write freely, and the forms of their strokes are so inaccurate as to make the reading difficult. Careful work on the exercises given in Mr. McClure's little book cannot fail to do much to overcome this difficulty.

**ONE-YEAR COURSE IN AMERICAN AND ENGLISH LITERATURE**, by Benjamin A. Heydrick, of the New York High School of Commerce. Cloth, 12mo, 304 pp. Price, \$1.00.

While no text-book can give any pupil a knowledge of literature, a carefully prepared and well-written work on the subject can and will furnish inspiration and direct the efforts of the aspirant along right channels. Any text-book on the subject must be merely an introduction to the wealth of literature that may be found in the libraries of the world. And without some such introduction it would be easy for the

would-be student of literature to read aimlessly and accomplish little. In preparing his work, Prof. Heydrick has recognized the impossibility of covering the entire field in so small a volume, and has, therefore, carefully selected only those writers of the past whose works have lived, and those of the present which show the greatest promise. The book has many illustrations, and one is made familiar not only with the writings of the author, but with his surroundings, his features, and, in many cases, with the style of penmanship used by him. The book is worthy of all the good things its publishers say about it, and will meet a real demand in that it furnishes, in small compass, a good basis for the study of literature through the works of the author, and it is only in this way that any real value may be derived from a knowledge of the great authors of the world and their productions.

#### THE BURROUGHS ADDING MACHINE IN THE COMMERCIAL SCHOOL

All of our readers are aware of the fact that **THE JOURNAL** is an earnest advocate of the use of the latest appliances and inventions in all the departments of a commercial school. From month to month we have published illustrations showing the use of some of these more modern devices. It is a pleasure to speak a word of praise for any of them, and more especially for those which meet the more important necessities of actual business life.

Among the many appliances without which any office or school cannot be said to be completely equipped must be mentioned the Burroughs Adding Machine. This useful device is manufactured in the city of Detroit, as all of our readers know. That it is progressive is shown by the fact that the managers realize, as do the great typewriter companies, that the commercial school is the proper place for operators to be trained, and that a competent and satisfied operator is not only an advocate, but an eventual agent, of the machine used.

Furthermore, this company has at the head of one of its most important departments one of the most highly honored members of our profession—J. C. Walker, secretary of the National Commercial Teachers' Federation. Every teacher and school proprietor in America knows Walker. For many years he has been the executive centre of the workings of our largest association.

Mr. Walker, of course, believes, and rightly, that the adding machine has a proper use in the commercial school; in fact, a two-fold use—one for instruction purposes, and the other to facilitate the routine work of the business office.

Some time ago Mr. Walker initiated a sort of missionary movement on the part of the Burroughs Company to bring more emphatically to the attention of private school owners the importance of training pupils in the operation of the adding machine. That he has been successful is shown by the fact that between three and four hundred private commercial schools are now equipped with this machine.

The way we look at it, however, is that the value of these modern devices does not rest solely upon the fact that adequate training is given in their operation, but their presence in a commercial school cannot fail to be known to the business men of the community, and they are impressed by this evidence of progressiveness.

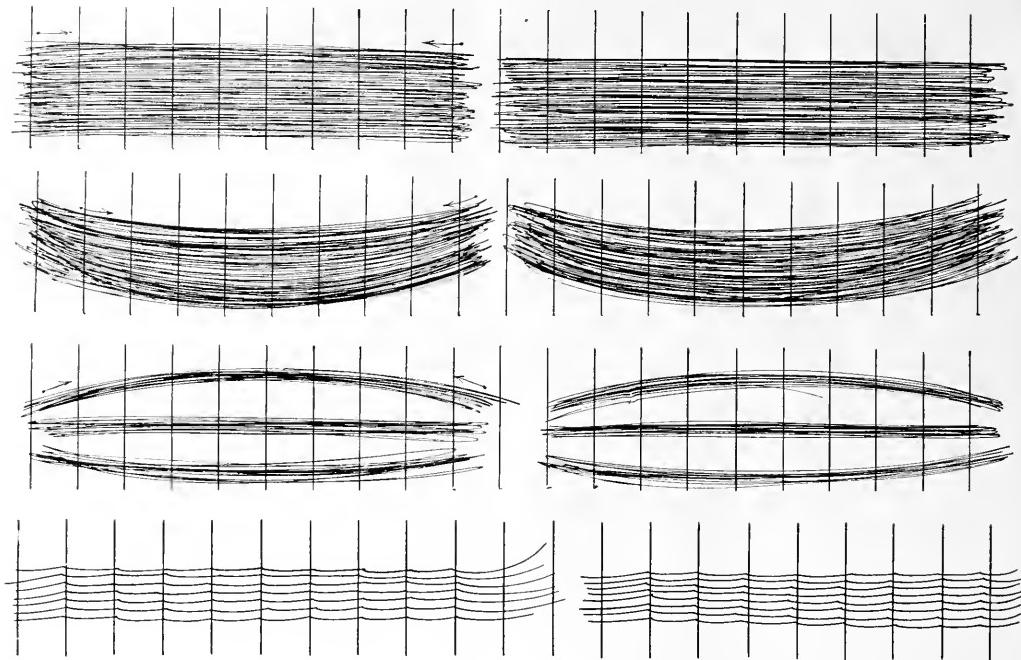
Mr. Commercial Teacher, get in touch with the manufacturers, not only of the Burroughs machine, but of all the office appliances. Your horizon will broaden immensely, your efficiency will multiply many fold. Your pupils will profit a thousandfold.

When Dame Fortune knocks at our door we are consumed with the hope that all of our neighbors are looking out of their windows.—*New York Times*.



Even a child is known by his doings  
Faithfully fulfill all promises  
Gaining in our script writing  
He who swims in sin must sink in sorrow  
Fidelity has no advocate but many friends  
Join our class in script writing  
Knowledge is the treasure of the mind  
Learn to do some one thing exceptionally well  
Make provision for want in time of plenty  
Nothing is constant in this uncertain world  
Opportunities should be embraced  
Profit by the experience of those about you.

## MOVEMENT DRILLS FOR SUPPLEMENTARY PRACTICE



### THE QUESTION OF TUITION

In the News Edition of THE JOURNAL this month we give a rather full review of the report of the Committee on Tuition, made by J. A. Lyons and presented at the December meeting of the Commercial School Managers' Association in Indianapolis. The question of tuition is one of the most important which the school manager has to face, for on his income depends the ability of the proprietor to secure good teachers and provide proper equipment.

This magazine has frequently taken up the matter of tuition, and now insists, as it has always insisted, that low rates are an injustice to all concerned—to the proprietor, because they do not bring in a proper return for his work and investment; to the teacher, because they mean a small remuneration; and, most important of all, to the pupil, because cheap tuition means poor service, and if there is any one thing in which the individual should have the best at any cost it is in the matter of education.

To convince the public that it can better afford to pay \$12 a month tuition than \$8 a month may be difficult, but many schools have succeeded in doing this, and the general trend of rates is upward rather than downward. It will be noted, too, that the schools which have raised their rates are generally the most successful, and are giving the best satisfaction. As we have said before, it may be all right to buy a \$10 suit of clothes, but if something for service and appearance is desired, which will be the most economical in the end, it is wiser to pay \$20. The business schools can do no better service to the cause of business than to convince the public that it is good business to pay a reasonable price for business education and get first-class results.

Aside from the matter of tuition, the committee is de-

sirous of securing complete information on the cost of the courses, indicating whether it costs less to instruct a pupil in the shorthand than in the bookkeeping branches; on the cost of floor space, for the question of rental has great bearing on the price of tuition and the facilities which the institution can afford to offer; the cost of getting business, whether secured through newspaper advertising, circularizing from selected lists of names, or solicitors; the number of machines used in the typewriting department; the cost of maintenance, and the salaries paid to teachers.

The report shows that the average cost of securing pupils is a little less than 15 per cent of the amount of tuition received—a considerable item at the outset, representing an amount which must be taken into consideration before anything is allowed for other expenses. In the Class A schools—that is, institutions in cities of more than 200,000 inhabitants—it is shown that the average salaries of the first-class male teachers of business branches exceed \$100 a month, and in Class B—comprising schools in cities of less than 200,000 population—about \$18 a month less. The salaries in the two classes for first-class female teachers of shorthand are shown to be \$73 and \$64, respectively; not at all a bad showing when it is considered that many weak schools pay much less.

It is to be hoped that all school men receiving the question blank from the committee will fill it out fully and accurately and return it promptly. The information given will be treated confidentially, and no harm can possibly result, while a basis will be established from which some valuable deductions may be made. If any school managers have not received this form, they will be furthering their own interests and the interests of commercial schools generally by writing to Mr. Lyons and asking for the list of questions.

# WHO'S WHO IN PENMANSHIP

## J. A. SNYDER.

Another young man who is doing excellent work in the cause of business writing is J. A. Snyder, of the Ferris Institute, Big Rapids, Mich. He is only an adopted son of the Wolverine State, however, having been born in the Badger State, on a farm, in Dane County, Wis., on April 3, 1883. When ten years of age his parents removed to Fort Atkinson,

where he entered the public schools. Having completed the high school course, he went to Milwaukee in 1901 and entered a business school. His penmanship had now reached such an advanced stage that upon completing the business course he accepted a position with the Milwaukee Mechanics' Insurance Company, as policy engrosser.

Believing that railroad work offered a larger field he entered the employ of the C. & N. W. Ry., but later resigned his position there to become bookkeeper for a large mercantile firm. His special interest in penmanship, however, led him to turn his attention Eastward, and in September, 1904, he entered the Zanerian school. After nine months, and before graduating, he secured a position with the Metropolitan Business College, Chicago. He spent two and a half years in Chicago, resigning the position there to take charge of the penmanship in that sterling school, the Ferris Institute, where he is now furnishing inspiration to the hundreds of young men and women who seek preparation for the work of life at the institution presided over by W. N. Ferris. Mr. Snyder was married in 1908. He is a member of the M. E. Church.

## E. J. ABERNETHY.

Any one who takes time to look into the matter will be surprised to find how many of the leaders in the intellectual life of the country are sons of clergymen. The studious life of the minister seems to be specially favorable to the development of the minds of his children. One of the successful

business educators who is the son of a clergyman is E. J. Abernethy, son of the Rev. Robert S. Abernethy, for many years professor of mathematics in Rutherford, N. C. College. The subject of this sketch was born in Caldwell county, N. C., on October 1, 1876. He had excellent educational advantages, attending public schools and academies of his State at Tablerock, Jefferson, Ramseur and Plateau. This preparatory work was supplemented by a course in Rutherford College. Immediately upon leaving school Mr. Abernethy took up teaching, and has had charge of the graded school at Forest City, N. C., since 1906, where he is having excellent success. His first training in penmanship was received at the age of eleven and since that time he has made this branch the object of his special interest. He has successfully taught many classes in writing, and has done much card work. He says that while he is unmarried and a Methodist there is no connection between the two conditions—he expects to die in the latter, but the former is subject to change with or without notice to the public. He appreciates the work being done for penmanship by the publications devoted to that branch and has sent *The Journal* substantial encouragement.

## DUDLEY GLASS.

From a State where a few years ago every one was supposed by outsiders to carry an arsenal—whatever may have been the facts in the case—to one where progress is the watchword, and so recognized by the rest of the country, is the transition of Texas. One of the most promising of the young men who are working along the line of business education in the Lone Star State is Dudley Glass, who was born in that State on September 1, 1882, near Hillsboro, on a farm. His earlier years were marked only with these vicissitudes which fall to the lot of the average country boy, and it was not until 1904 that he received his real inspiration in penmanship. This came to him when he found opportunity to attend a country writing school conducted by Houston Shipp, and the twenty lessons taken at that time aroused such enthusiasm that he determined to continue the work. He accordingly entered the Tyler Commercial College, at Tyler, Texas, taking up book-keeping and special penmanship. His progress in both was rapid, and especially so in penmanship, so when the head of the department resigned Mr. Glass was selected to take his place. Since that time he has remained with the Tyler school, and is giving excellent satisfaction to the management and to the pupils as well. He is an excellent disciplinarian and has as high as three hundred pupils in his classes in writing. It is needless to say that he is a friend of *The Journal* and makes use of the writing lessons appearing therein.

## THOS. N. HORNER.

Among the Southern men who are working to build up the West, and whose efforts are making it rival the East in prosperity, should be mentioned Thomas N. Horner, who was born near Gravette, Tenn., in July, 1875. His education was all obtained in the South, and was better than that of many commercial school men, as he holds the degree of A. B. from the Shenandoah Normal College, Reliance, Va., which he entered from Edwards Academy, White Pine, Tenn. He has taught school in Tennessee, Virginia and Oklahoma, and also had some valuable business experience with the Citizens' Telephone Co., Morristown, Tenn., being manager and bookkeeper for them for nearly two years. Aside from his experience as teacher in Oklahoma, where he was principal of the Lawton Business College, he was for some time in the office of the Lawton Ice and Fuel Company as bookkeeper. On account of the ill-health of Mrs. Horner he left Lawton and went to Denver during the Summer of 1908. While there he engaged with L. A. Arnold, president of the Central Business Colleges, to take charge of the school at Cheyenne, entering upon his work there September 1. Mr. Horner has been highly successful in his work at Cheyenne, and the school is now enjoying the largest attendance in its history. He also conducts a large night school where the ambitious young men and women who are employed during the day may fit themselves for more responsible positions. He writes an excellent business hand and is especially successful in bringing out the best there is in his pupils.



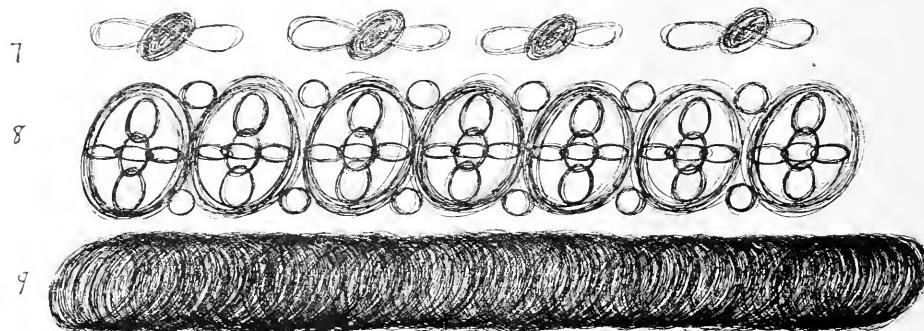
# Students' Own Page

Every student subscriber of THE JOURNAL is earnestly invited to contribute to this page. The best specimens received each month will be reproduced for the purpose of encouraging the students of writing generally.

That the work may show up to the best possible advantage, the following rules should be observed:

1. The writing should be done with jet black ink—fluid India ink preferred. This can be purchased at any stationery store.
2. Send not more than two lines.
3. See that the lines are exactly eight inches in length.
4. We hope to receive a nice lot of movement drills during the coming month.

- 1      1 2 3 4 5 6 7 8 9 0      1 2 3 4 5 6 7 8 9 0
- 2      I have tried hard to improve.
- 3      This is a line of my business writing.
- 4      Certain studies require thought.  
Certain studies require thought.
- 5      This is a specimen of my best penmanship
- 6      The quick brown fox jumps over the lazy dog.



10      Train Train Train Train

specimens this month were written by the following  
 1. N. Ota, Seattle, Wash. 2. Marie M. Zeigler, stu-  
 dent of L. C. Knowles, Pottsville, Pa., Commercial School.  
 3. Lillian Ebert, student of M. M. Van Ness, Hoboken, N. J.,  
 High School. 4. Andrew G. Ohrn, student of C. E. Sjostrand,  
 North Star College, Warren, Minn. 5. Amalia Schmidt, stu-  
 dent of J. C. Allen, Eagan School of Business, Hackensack,

N. J. 6. Lena Moseigner, student of C. C. Wiggins, Pittston, Pa., High School. 7. Leo Yindrock, student of A. H. White, Orr's Business College, Chicago, Ill. 8. Belle Ostler, student of J. W. Creig, Johnstown, N. Y., High School. 9. Edwin Lucas, student of L. E. Edgecomb, Cortland, N. Y., Business Institute. 10. T. J. Porhineak, student of I. D. Beals, Cambria Business College, Johnstown, Pa.

## "ZULAUF'S FIVE HUNDRED"

### Five Hundred Common Words Frequently Misspelled

Years of experience in teaching has proven to me that there are certain words very frequently misspelled by the students of our various educational institutions, and in consequence I have collected and prepared a list of such words and have kindly asked the editor of THE JOURNAL to publish them in his valuable paper, so they may fall into the hands of school teachers. In fact, every commercial student should know the entire list. May the "five hundred" come into the hands of many schools, and may they arouse and create much interest and enthusiasm in the subject of spelling. I trust that many may be greatly benefited by the use of the list. I will give instructions below as to how the students have received the greatest benefit from these words.

Usually on Fridays I would have the students write one set (100 words) without any previous preparation, for in this way I could discover with how many of the words they were already familiar. Several days after, after the words had been copied from the bulletin board and learned, I would select fifty words from the set for a spelling test. By using this method they finally learn to spell the entire list. Try it. Yours for better spelling.

CHARLES F. ZULAUF.

#### 100 OF "ZULAUF'S FIVE HUNDRED"—SET I.

business	choir	awful	professor
psalm	ascend	secretary	vinegar
parallel	satin	sensible	ninety
niece	knoll	gravy	forty
visible	clothes	beginning	solos
judgment	particle	coming	salmon
similar	possible	bargain	coupon
wiry	practical	fulfill	scarce
poplar	library	skillful	aisle
popular	occurred	canoe	leisure
sardine	baggage	piece	wretch
familiar	eighth	expense	probably
dyeing	hoeing	repel	sulphur
turkeys	scuttle	valise	blonde
tragedy	excellent	occasion	separate
rotten	breathe	recommend	peaceable
chores	breath	cashier	vegetable
writing	breadth	mucilage	lilies
zinc	forfeit	rinse	reference
fragrant	relieve	tenant	forgotten
truly	docile	wholly	bridge
receive	gnaw	propel	salable
believe	aere	curable	successful
deceive	ruffian	salary	calicoes
privilege	supple	celery	oyster

The remaining four hundred words will appear in subsequent issues of THE JOURNAL.

Now is the time for you to send in your specimens for the Students' Certificate. Ask your teacher about this. If you are a home student, send your work to this office direct.

### STUDENTS' SPECIMENS

Since our last issue we have received excellent specimens of students' work from the following schools:

Pottsville, Pa., Commercial School; T. C. Knowles, instructor.

Alberta College, Edmonton, Alta., Can.; E. Elston, instructor.

Pittston, Pa., High School; C. C. Wiggins, instructor.

North Star College, Warren, Minn.; C. E. Sjostrand, instructor.

Eagan School of Business, Hackensack, N. J.; J. C. Allen, instructor.

Johnstown, N. Y., High School; J. W. Creig, instructor.

Lima, Ohio, Business College; C. J. Gruenbaum, instructor.

Evening High School, Scranton, Pa.; H. L. Burdick, instructor.

Arthur W. Leavitt, Boston, Mass.

Herman Ginsberg, New York City.

Clarence Alm, Minneapolis, Minn.

### QUESTIONS FOR THE CLASS IN COMMERCIAL INDUSTRIES

Find out in two of the following trades: (1) Carpentering, (2) Masonry, (3) Painting, (4) Tailoring, (5) Blacksmithing, (6) Machinists—

1. The hours of labor.
2. Who fixes them?
3. What is a legal day's labor in your State?
4. The grades of workmen.
5. The rate of wages per day for each.  
(a) Is the expense for supervision heavy or light?
6. Who fixes this rate of wages?
7. The average number of working days in a year.
8. Compute the yearly earnings.
9. Do the men find other employment when not working at their trades?
10. How many apprentices are allowed?
11. Who fixes the number of apprentices?
12. How long must the apprentice serve before he becomes a journeyman?
13. Who fixes the length of time?
14. Is promotion easy or difficult? Why?
15. Is the occupation union or non-union?
16. Is the union international, national or local?
17. What are the qualifications for joining the union?
18. What are the advantages of joining a union?
19. Can an employer prevent his employee from joining a union?
20. What is a boycott? Is it permitted in your State?
21. What is a blacklist? Is it permitted in your State?
22. In what ways does the union try to raise wages?
23. In what ways does the union restrict the amount of work that a member does?
24. What nationality predominates in each trade? Why?
25. Where did you get your information? Bring into class any printed matter that you can.

By DR. J. L. TILDSEY, New York.

### PENMANSHIP SUPPLIES

THE JOURNAL will send the following supplies by mail for the prices named (stamps taken):

*Soennecken Broad Pointed Pen for Text Lettering*, set of 11, 25c.

*Double Holder for Soennecken Pens*—Holds two pens at one time, 10c.

*French India Ink*—1 large bottle by mail, 50c.; 1 dozen by express, \$5.00.

*Gillott's Double Elastic E. F. No. 604 Pens*—A medium fine pen. 1 gross, 75c; 1/4 gross, 25c; 1 dozen, 10c.

*Gillott's Principality No. 1 Pen*—A very fine pen. 1 gross, \$1.00; 1/4 gross, 25c; 1 dozen, 10c.

*Oblique Penholders*—One, 10c.

## The Ransomian Oblique

*The holder that makes writing a pleasure*



I use it exclusively in my expert writing; invaluable to the professional, to the amateur or to the beginner. You can write easier, longer and better by using this great instrument. Some of the special features of this holder are very clearly expressed in the following, unsolicited letter from Mr. G. W. Weatherly, President of the Joplin-Carthage Business College Company, of Joplin, Mo. This letter tells its own story. Read it:

Mr. W. Ransom, President,

Ransomian School of Penmanship, Kansas City, Mo.

Joplin, Mo., Sept. 21, 1908.

My Dear Mr. Ransom:—I have given one of your Penholders a three months' long trial; a careful and conscientious by some time the best and most expensive holders made, ones costing three or four times as much as to-day yours is the only one remaining in my possession, and the others back into the drawer among the things kept for "old times sake." I have never found the equal of the holder. With it the finest writing can be produced all day long without causing the "tired" feeling so common to professionals; for it fits the finger. To the beginner, it opens up the gate to the most artistic and perfect penmanship. It is a pleasure maker—with it you can fairly see the improvement in your writing. The holder occupies itself entirely its own; in fact, two of them, it being the only one so far as I know that can be changed into either an ornamental or business holder at will, and is equally fine in either. **THIS FEATURE IS VALUABLE.** It is a dangerous holder, will last forever, and it is absolutely useless for the penman to look for anything better or even "just as good," for it is not made. Very truly,

G. W. WEATHERLY, President.

This beautiful, solid rubber holder will last you a lifetime and the price is only 50 cents, postpaid. Special prices to schools and colleges; write for them. Address

C. W. RANSOM, Pres., THE RANSOMERIAN SCHOOL, Kansas City, Mo.

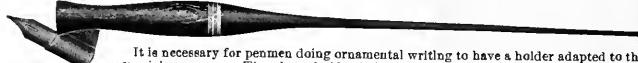
*Count that day lost  
When low descending sun  
Views at thy hand  
No worthy action done.*

PROFESSIONAL WRITING BY T. COURTNEY, GRAND RAPIDS, MICH.

## Have You Engaged That Teacher Yet, Mr. Principal?

Many of the best teachers on our list are now signing contracts for the new school year. If there is to be any change in your school, you will want to know it before the new catalogue is printed. Write us your needs and let us recommend a competent man or woman to you. We desire also to have the names of first class teachers. We are selling some schools, too. Are you interested in buying or selling?

UNION TEACHERS' BUREAU, 229 BROADWAY, NEW YORK



It is necessary for penmen doing ornamental writing to have a holder adapted to that special purpose. The above holder is hand-turned and adjusted, made of selected rosewood or ebony, and cannot be made by an automatic lathe. LOOK FOR THE BRAND. If your dealer cannot supply you, send to the designer and manufacturer.

12-Inch - Fancy, \$1.; Plain, 50c. 8-Inch - Fancy, 50c.; Plain, 25c.

A. MAGNUSSON, : 208 North 5th Street, Quincy, Ill.

**BEATS  
THE  
WORLD**

Worthington's DIAMOND GLOSS Ink  
is positively unequalled for fine  
writing. 6 bottles for \$1.  
Sample bottle by mail 25c.  
6 W. WORRINGTON, 188 Randolph St., Chicago

## MARRIAGE CERTIFICATE

Mailed for 50 cents. Send 2 cents for circular.  
W. E. DUNN, 267 EGE AVENUE  
JERSEY CITY, N.J.

## SPENCERIAN

### STEEL PENS



#### FORTY FALCON, SILVER PLATED

This new pen is specially made for general correspondence. Heavily plated with silver to prevent corrosion, easily kept clean, writes perfectly smooth.

Four different patterns of our silver plated pens sent as samples on receipt of 2c stamp for return postage.

#### SPENCERIAN PEN CO.

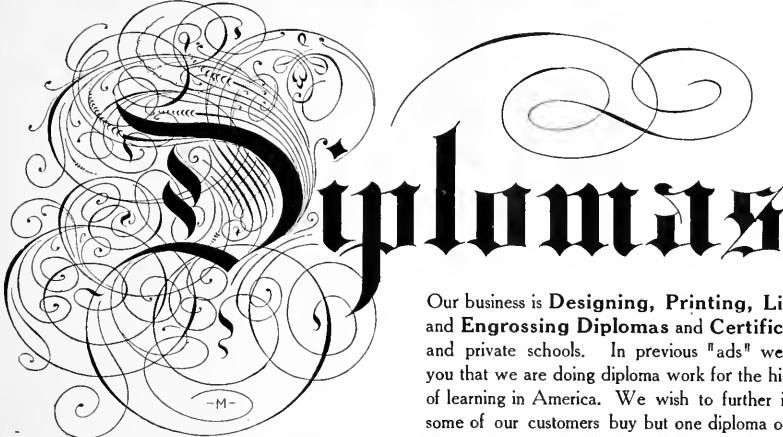
349 Broadway, New York

*T. Hunt's*  
ROUND

POINTED  
*Pens*

DON'T SCRATCH.  
12 STYLES OF PENS FOR  
ARTISTIC WRITING SENT ON  
RECEIPT OF 10 CENTS  
C. HOWARD HUNT PEN CO., Camden, N.J.

If  
you  
don't  
know  
about  
the  
free  
teachers'  
course  
in  
G R E G G  
Shorthand  
we  
both  
lose!

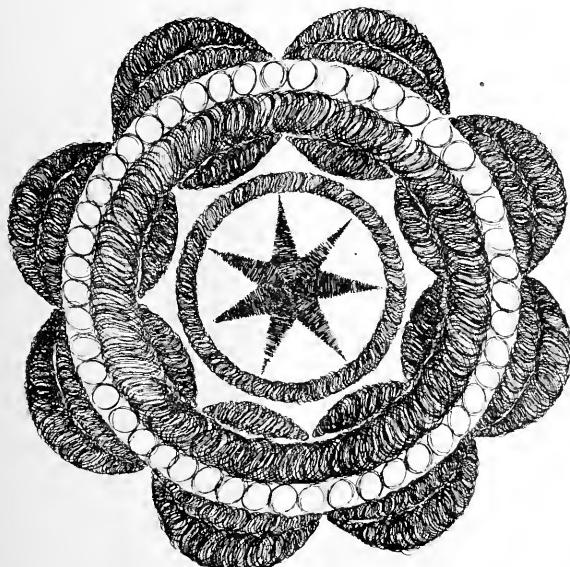


Our business is **Designing, Printing, Lithographing and Engrossing Diplomas and Certificates** for public and private schools. In previous "ads" we have informed you that we are doing diploma work for the highest institutions of learning in America. We wish to further inform you that some of our customers buy but one diploma or certificate at a time, and your order for 1 or 500 copies is earnestly solicited.

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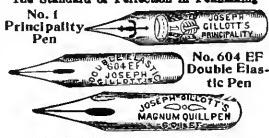
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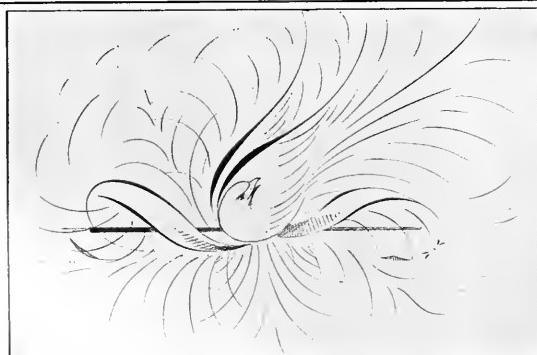


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# THE YOUNG MAN'S PAGE

BY THE EDITOR

When George B. Cortelyou first appeared prominently before the public he was pointed out as an example of what the right sort of man beginning as stenographer might accomplish, and since he became member of the President's Cabinet scores of articles have been written with this very able man as the central figure. But now that he has passed out of the public eye and been swallowed up in the financial maelstrom of the metropolis we may turn our attention to a younger man whose merit has brought him into a high position, and of whom the suggestion has been already made that another Cortelyou will develop.

The success of Fred W. Carpenter is based on his knowledge of stenography, but while it is his familiarity with shorthand that has brought him to his present high estate as secretary to the President of the United States, it is safe to assume that had he studied law or medicine, had he entered business or become a check clerk in a local freight office, the results would have been much the same. He would have risen in his business or profession because he possesses the qualifications which make for success. He is the sort of man who does things, and it so happened that he made his start in stenography and success came to him along stenographic lines.

In the very early seventies, in a small town in Minnesota, the future secretary of President Taft was born, but when he was ten years old his parents removed to California, so the two States divide the honor of having furnished the Presidential secretary. His earlier life was spent on a ranch in his adopted State when not attending the public schools and the private academy at which he secured his earlier education. Later on he returned to the State of his birth and entered the law department of the University of Minnesota, graduating in 1897 with the degree of bachelor of laws and taking the degree of LL. M. in 1898.

Those young people who think stenography a short and easy cut to success will note that Mr. Carpenter prepared himself thoroughly for the work he expected to be called upon to perform. Perhaps he did not dream, when he took up the study of shorthand, that he might some day become the right-hand man of a President; yet he gave himself such training as would make it possible for him to hold that position if it were offered to him. He was not a short-cut man. What he did was done thoroughly, and that is how, when the president of the Philippine Commission required a stenographer, Fred Carpenter came to be recommended to him. It did not just happen so. Carpenter was recommended because he was the best man available for the place. Within a year he was Governor Taft's private secretary.

Many young men think that if success does not come to them early it is not worth while waiting for it. Mr. Carpenter was twenty-seven years of age before he finished his preparation, and after that he spent some time in a law office in California. Then came the call across the Pacific and the response which has brought him in ten years to the head of the business establishment at the White House, with a staff of nearly half a hundred assistant secretaries, clerks, telephone and telegraph operators, messengers, etc., under him.

Here, in the position formerly held by Cortelyou, he promises to display the same efficiency, and it requires no great stretch of the imagination to see him later on in a Cabinet position.

From the day when he became secretary to the then Governor of the Philippines to this, Mr. Carpenter has been continuously at the side of Mr. Taft. First he was chief aid to Secretary of War Taft, then he accompanied the Presidential candidate on his tours around the country, and following the election filled the delicate office of secretary to the President-elect in a rarely capable manner. Twice he accompanied Taft around the world, and it seems that he has richly merited the tribute paid him by his chief, "He is the best secretary that a man ever had."

It is not necessary to point to the intelligent young man the moral of the story of Fred Carpenter's life. He will see in it first the imperative necessity of preparation, for without this he would be utterly unable to meet the demands of the position he now holds. Had he been deficient in spelling, in grammar, in construction, or in any one of the many points which go to make up the rounded stenographic secretary, the call to come up higher would have been heard by him in vain.

Many young men do not realize the value of preparation, but if the career of Fred W. Carpenter emphasizes anything it enforces the imperative necessity of laying firm and solid the foundation upon which to build future success. The young man in school may never have the opportunity to become Presidential secretary, but other opportunities will come to him, and whether or not he will be able to grasp them depends almost entirely on the wisdom or unwisdom with which he employs his time now.

## DON'T BE SUSPICIOUS

Some men are constantly handicapping themselves in their efforts to rise by the assumption that some one else has a deliberate purpose to keep them down. In nearly every office will be found a man—sometimes competent, sometimes incompetent—who insists that he would be far in advance of his present position were it not for the fact that another in authority or with influence "has it" for him. Of course, if he would stop and look at the situation disinterestedly he would see various reasons why he has not become manager or assistant manager, and, more likely than not, if he had a heart-to-heart conference with some keen observer he would be told that the real reason for his failure to get ahead lay in himself.

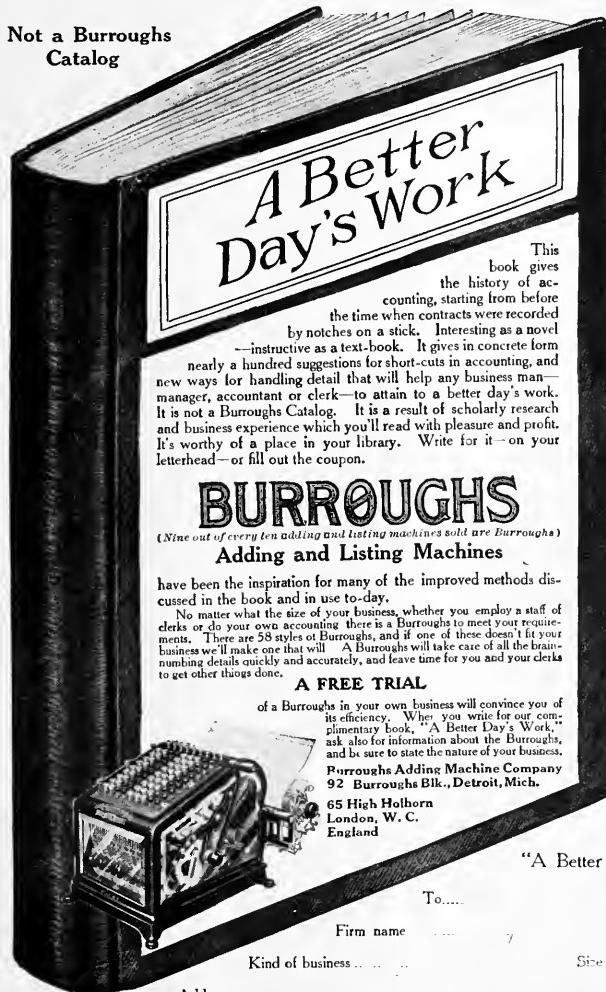
Abraham Lincoln once wrote: "There may sometimes be ungenerous attempts to keep a young man down; and they will succeed, too, if he allows his mind to be diverted from its true channel to brood over the attempted injury. Cast about and see if this feeling has not injured every person you have ever known to fall into it. The way for a young man to rise is to improve himself every way he can, never suspecting that any one wishes to hinder him. Allow me to assure you that suspicion and jealousy never did help any man in any situation." As to the last sentence, Lincoln should be good authority, as he had to contend with as much of this as any other man.

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Hallowed be thy name. Thy kingdom come. Thy will be done in earth as it is  
in heaven. Give us this day our daily bread. And forgive us our debts as we  
forgive our debtors. And lead us not into temptation, but deliver us from evil.  
For thine is the Kingdom and  
the Power and the Glory  
forever.

# AMEN

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#### CHARTIER-GREGG SHORTHAND CONTEST at JERSEY CITY, N. J.

##### OFFICIAL REPORT

DRAKE SCHOOL		SPENCER SCHOOL			
PUPIL	Aug. 29 Total Words Credited	End of Contest Oct. 24 Total Words Credited	PUPIL	Aug. 29 Total Words Credited	End of Contest Oct. 24 Total Words Credited
Ada Munson...			Clara Boorman		
Edith Evans...			Mildred Payne.		
Seville Smith...	4576	5121	Gladys Taylor.	4330	5293
Anna Lohse...			E. Buermeyer...		
Salome Tarr...			A. Jarvis.....		
J. W. Rush....			E. Decker.....		

Examine the figures in above report. Note that at the end of four months, August 29th, the Gregg students were (4576-4330) 246 words ahead; then look at the close of the contest, October 24th, when Chartier students were (5293-5121) 172 words ahead. A clear gain for the Chartier students in less than two months of (246 plus 172) 418 words on the Gregg students. Think of it, 418 words, a gain for each Chartier student over the Gregg student of 69.2-3 words in two months, August 29th to October 24th.

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# PENMAN'S ART JOURNAL

VOL. 33

MAY, 1909

NO. 9



THE JOURNAL'S PENMANSHIP CERTIFICATE AT THE GEM CITY BUSINESS COLLEGE, QUINCY, ILL.

One of the notable features of the Gem City Business College, at Quincy, Ill., is the number of mature pupils who attend it. Among them will be found a larger proportion of country school teachers, teachers from the smaller towns, and even those who have done creditable work in large schools, but desire still further to increase their efficiency by taking one or more of the thorough courses which the Gem City Business College offers. The picture shown above will give a good idea of the type of young men and women in their classes. It will be seen that they have reached the age when they appreciate the advantages of a thorough education. As stated in the caption these are penmanship pupils of J. M. Latham, and each one is holding one of THE JOURNAL's penmanship certificates, a framed specimen of which may be seen in the centre in front of Mr. Latham

himself. THE JOURNAL is especially proud of the endorsement of such a successful teacher as Mr. Latham, and of such bright young men and women as are attracted to his classes.

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# *The Penman's Art Journal*

PUBLISHED BY  
**THE NATIONAL PENMANSHIP PRESS**  
 HORACE G. HEALEY, EDITOR  
 229 BROADWAY, NEW YORK

## TWO EDITIONS.

THE JOURNAL is published monthly in two editions.  
 THE PENMAN'S ART JOURNAL, 32 pages, subscription price 75 cents a year, 8 cents a number.

THE PENMAN'S ART JOURNAL, News Edition. This is the regular edition with a special supplement devoted to News, Miscellany, and some special public-school features. Subscription price \$1.00 a year, 10 cents a number.

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\$3.00 an inch. Special rate on "Want" ads. as explained on those pages. No general ad. taken for less than \$2.00.

## CHANGE OF ADDRESS.

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school directors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

"TIS NOT IN MORTALS TO COMMAND SUCCESS, BUT WE'LL DO MORE, DESERVE IT!"

## THE PROVIDENCE MEETING

The convention is over. Now for Washington in 1910. Principal Allan Davis, of the Business High School, will have his hands full if he maintains the pace set by the Providence educators.

For a long time the members of the association had desired to go to Washington, and it was worth one's life to whisper that an invitation might be extended from some other city.

Here's hoping!

The papers presented were far above the average. It is to be regretted that the association does not publish an annual report. The professional journals can do little more than reproduce brief extracts, much as is done in the daily newspaper. However, THE JOURNAL is planning to publish some of the papers in full. They are too valuable contributions to be submerged forever.

The Rhode Island Commercial Club has established a standard of entertainment which it is feared cannot be maintained. To the minutest detail every possible feature which might contribute to the comfort and entertainment of the members and the success of the programme had been attended to.

It had been eight years since the Eastern Association visited the city founded by Roger Williams. Let us hope that it will not be so long next time.

In this country we are coming to have but one degree of comparison, the superlative. No matter what one is describing, it is either the hottest, the coldest, the biggest or the best. One suffers severely from such a handicap when he really wishes to convey a true impression of a distinctive quality. In the case of a meeting, for instance, proximity of date serves to magnify the good qualities as well as the defects. The present is always superior and supreme.

What makes for the best in a meeting of educators, for instance? Is it a large attendance, excellence of programme, warmth of welcome, comforts and conveniences supplied the guests, agreeable, social and professional intercourse, together with the absence of anything to interfere with perfect harmony?

Or, rather, is it the uniform or perfect blending of these, and possibly other necessary desiderata, which constitutes the successful meeting?

If the latter be the answer, then the meeting of the Eastern Commercial Teachers' Association, at Providence, may be so designated, and those responsible for its success may be congratulated upon their work.

For twelve years the Eastern Association has pursued the even tenor of its way. All of the meetings have been good, but some have been better than others. Sometimes, we regret to say, there has been friction, even a questioning of motive, but out of it all has come good. It was not until the last meeting that the association seemed to have thoroughly matured and settled down to an era of peace, harmony and educational growth.

May it live long and prosper.

## THE EXHIBITION ROOM A POWERFUL EDUCATIONAL FACTOR

One prominent school owner said to the writer: "I never miss one of these meetings without feeling that I have lost step with the march of progress. Every year new devices are brought out and unless I familiarize myself with them I know that I am gradually falling behind the times."

It is very true. Successful office training, at the present day, consists very largely in being able to operate not only the typewriter, the letter press, the telephone, the folding machine, the adding machine, the mimeograph, etc., but also in a theoretical knowledge, at least, of the uses of many other time-saving devices, without which the modern business office cannot be said to be fully equipped.

The display of school and office appliances at the Providence meeting was unusually large and attractive. Practically all of the school-book publishers, whose productions are designed for commercial school use, were represented on the exhibition floor. Every square foot of space in the large hall was occupied, and those in charge were kept busy throughout the entire day in explaining their wares to the visiting members.

These exhibitions are made many times at great expense on the part of the publishers and manufacturers. It is right that the officials of the association should offer every facility to those who wish to make exhibits.

## THE EXHIBITION ROOM SHOULD BE KEPT OPEN CONSTANTLY

Is it a wise plan to close the doors of the exhibition room during the hours when the regular programme is slated to be in progress? At the Providence meeting this room was

open all the time, and those who were not interested in a particular number on the programme were thus permitted to devote a little time to the leisurely examination of the books and devices shown. If the room be kept closed during the rendition of the regular programme—and this means practically all day long—the only time left for the visitor to devote to this very interesting part of the work is during the refreshment hour.

By all means let the room be open all the time. The members will not spend time there unless they feel that it is more profitable for them than it would be to go to the convention hall.

#### LOUISVILLE MEETING OF THE NATIONAL FEDERATION

The General Executive Committee of the National Commercial Teachers' Federation met at the Galt House, Louisville, Ky., April 10, 1909. Present: Enos Spencer, chairman; Jerome B. Howard, J. D. Bruner, C. C. Keesling and J. T. Gaines, of the committee, and M. H. Lockyear, president of the Federation. In the absence of the general secretary, F. M. Van Antwerp was appointed to act as secretary for this meeting.

The committee voted unanimously to issue a neat, attractive programme containing no advertising.

The convention will open on Monday evening, December 27, with an informal reception and registration of members, and continue through the 28th, 29th and 30th, closing with a grand Old Kentucky dinner on the evening of the 30th. The Old Kentucky dinner will be the most unique and magnificent affair in the banquet line that the Federation has ever seen, and it will be free to the members. The Federation will on that evening be the guests of the Commercial Teachers of Louisville and New Albany and partake of their hospitality.

The Commercial Teachers of Louisville and New Albany gave a reception and dinner to the Executive Committee on the evening of April 10, at which about forty teachers were present. Federation enthusiasm was at a high ebb. The local members of the profession propose to leave no stone unturned to make the 1909 convention of N. C. T. F. the greatest convention ever held, and if the good-fellowship and hospitality manifest at the dinner given the Executive Committee is a sample of what they are going to do for the Federation, it can be truthfully said that any commercial



GENERAL EXECUTIVE COMMITTEE, NATIONAL COMMERCIAL TEACHERS' FEDERATION.

Although a little early for definite action, the programme for the December convention was outlined and all preliminary arrangements were made for the meeting. The Galt House, that grand old Southern hostelry that has been the scene of so many historic incidents in bygone days, was selected as Federation headquarters. All the meetings of the Federation and sections will be held under the hotel roof, and the members whose good fortune it will be to be present will mingle together for three days as one big, happy family, surrounded by the comforts and air of hospitality that can be found in no other hotel in the country. Rates for rooms without bath, \$1.00 and up; with bath, \$2.00 and up; special rates for parties of four occupying one large room. Reservations can be made at any time through the Chairman of the Executive Committee.

Publishers and others desiring to make exhibits will rent rooms or space for exhibition purposes from the hotel company, and all arrangements for exhibit space should be made with the hotel company.

teacher in America who misses the 1909 convention will miss a real treat that comes only once in a lifetime.

Begin right now making your plans to spend three days and four nights in Louisville next December. They will be three of the happiest and most profitable days you have ever spent, and at the end of the fourth night you will be so charmed with Southern hospitality that you will never want to leave Louisville and the old Kentucky home.

#### PINK WRAPPER

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us, but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

**CHANGE OF ADDRESS**—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the cladder or teacher who sent in your subscription, but write to this office direct.



Arnold's treason aroused interest. A

Between friends trouble happens. B

Carlyle accords popular opinion. C

Crislike discord between couples. D

English methods ordered changes. E

Fortune favored greater writers. F

General William marched forward.

Hannmons invents several changes.

Whims traffic appears evident. I

America prefers popular control. J

People's desire regular discord. K

Literal matters receive hearing. L

Marquis Steuben usually remarks.

Natives conduct channel details. N

Ominous bodings terrify farmers. O

Peppery conceit favored dispute. P

Quietly cereals condemn changes. Q

Revered friends conquer nations. R

Sherman orders his peers conduct. S

Tyranny already tempts justice. T

Usually females dislike washing. U

Verdict suicide necessitates written. V

Woman apparel forbids display. W

Xanthine settles pompous persons. X

Yucatans employs regular workmen. Y

Zambezi accords perfect freedom. Z

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\$24<sup>50</sup> Cleveland, O., Mar. 24, 1909

Received of J. A. Flickinger Twenty  
four and 50 Dollars,  
in full of account

P. R. Hanna

RECEIPT BY H. B. LEHMAN, ST. LOUIS, MO.

\$500<sup>00</sup>

Boston, Mar. 19, 1909.

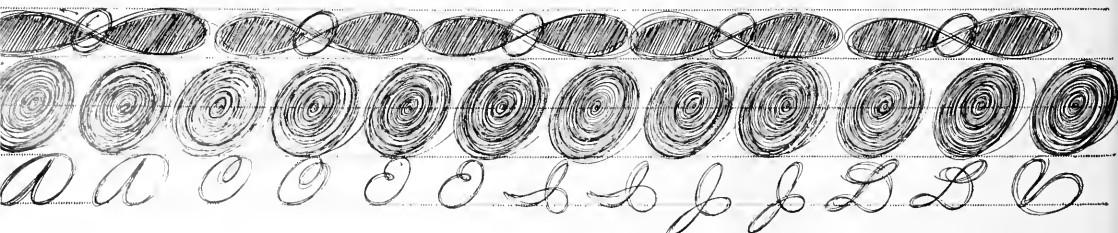
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Five Hundred 00 Dollars  
In full for services to date.

Arthur Kenneth

RECEIPT BY L. M. RAND, BOSTON, MASS.

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BUSINESS CAPITALS, BY A. L. HICKMAN, SALINA, KAN.



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# The Young Man's Page

BY  
THE  
EDITOR

Success is a word which has as many meanings as there are people capable of using the word understandingly. We learn that no two persons see the same rainbow, for a rainbow is not a tangible thing, like the hill in the distance or the rock near at hand, but merely the reflection and refraction of the rays of the sun in the drops of water. In much the same way no two persons attach the same meaning to the word "success," for they do not look at the prizes of the world with a view to their desirability from the same standpoint.

Of late there has been a tendency too much to glorify the mere getting of dollars and cents, the winning of position, or the achievement of any end without due regard for the motive which lay behind. So it has happened that men seeking to inspire a younger generation have held up as models individuals destined soon to be hurled from their high places, in many instances to take their places among the common malefactors in the prison cell. If a young man sees pointed out to-day as a model fit to be copied the leader in politics or industry, and to-morrow sees the same person pointed out as a "horrible example," it will hardly be surprising if he develops a cynicism which will be beneficial neither to himself nor to the world.

This danger is always to be faced when the winning of mere wealth or honor is held out as an evidence of success. Concrete examples are often dangerous, but never more so than when that example is an individual occupying a prominent position. Success, therefore, should be looked upon as a thing from within rather than from without, a condition of mind rather than a state of actual being.

It is not very long ago that the head of a great concern, a man who had been highly honored by his fellows, but who had lived long enough to see the respect of men for him turned to hatred, said that his achievements had brought him no satisfaction. It is well that this is so, for if it were apparent that men would be content with ill-gotten gains and ill-gotten honors it is possible that the choice between right and wrong would result more often in a victory for the latter.

One of the most important lessons for the human race to learn is that there is something known as conscience to be reckoned with when the measure of success is being taken. Nothing demonstrates this more clearly than the number of suicides of men in high places which have been noted in the last few years. One is not, perhaps, so much astonished when he learns that the unfortunate with neither friends nor money gives up the struggle, but there must be some reason for it when those we would naturally look upon as most fortunate find life not worth the living. In their cases life most certainly is not successful.

It is ridiculous, of course, to assume, as some over-zealous people will, that the most successful people, because the most happy, are those who lack the energy to do anything, and therefore are content to remain in whatever position they

find themselves. The man who performs some honest labor well, whether it be the building of a railroad or a rail fence, has the satisfaction of achievement, and to have done work well and honestly is a large measure of real success.

It would be equally foolish to assert that the lives of rich persons may not be successful in the larger sense, and that one should be content with little rather than attempt to gain much. The world would indeed be the poorer without the memories of such men as Peter Cooper, who so used his wealth that his good works will continue to live after him for many years.

Another successful, although rich, man was General Palmer, who died in Colorado not long ago. He was the patron saint of the people of Colorado Springs, and his generosity was not inspired by a mere desire for personal aggrandizement, but by a real love for his fellow men. His success lay not so much in the amassing of his wealth as in the expenditure of it, but had he practised that doubtful virtue, known as contentment, when he was in moderate circumstances, he would never have earned the large measure of just affection which came to him in the latter years of his life.

If success were measured by mere money the thief who escaped with his booty might be called a successful man, yet it is doubtful if such a one would have said at the end of his life that it had been satisfying to him. The theft is wrong, not more because it is an infringement upon the rights of others, than because of its reflex effect upon the person who commits the crime. The person who loses his money is much more likely to be successful in recovering it, or replacing it, than the taker of it is to be successful in replacing within himself a certain amount of respect for high things which may have lingered there.

In looking through history we may be inclined to think that man a success who has risen from obscurity to the throne of an empire, using the bodies of his slain enemies as stepping stones, but he who rises by the sword is in grave danger of falling by the sword, and if the head of the most happy sovereign bears its crown uneasily the lot of those less fortunate must be such that no mean peasant can afford to envy him.

Some day we will have become so awakened ethically that we can recognize success only in the satisfaction of duty well performed, but until that time comes we must depend much upon that wise provision of nature which establishes the rule that what the world may call success, if it be founded on wrong principles, will bring, not satisfaction, but sorrow, to its possessor. The young man should not forget that it is his duty to create wealth honestly, for wealth wisely created adds to the comfort of the public generally, but he should bear in mind that he will be successful, not in the amount of wealth he draws to himself from the world, but in what he returns to the world in greater measure than he took from it.

**OBITUARY****HENRY C. WRIGHT.**

After an illness extending over nearly two years Henry C. Wright, founder of the Long Island Business College, Brooklyn, and one of the best-known residents of what is known as the Williamsburg section, died on April 11. Mr. Wright was stricken with paralysis in October, 1907, and since that time had been an invalid.



He was born at Rockville, Ontario, Canada, in 1843, and was early educated in the Friends' College, Picton, Ontario, now the Pickering College, Toronto, and later attended the Toronto's Normal School. He taught in the public schools of Canada, and in 1869 came to the United States, engaging for a year in Philadelphia with an experienced French accountant. The year following he came to Brooklyn. Sixteen years ago he was the candidate of the Shepard Democracy for City Auditor of Brooklyn. He is of Connecticut ancestry and was related to the famous New York Governor, Silas Wright. At one time he was the president of the Citizens' Protective Association of this borough and a member of the Hanover Club. He was a member of nearly all the prominent organizations of Williamsburg and was conspicuous in their work.

He began his career in commercial school life by establishing in 1873 a school under the name of Wright's Business College. In 1890 he erected a costly and elaborate edifice on his own grounds, South Eighth street and Driggs avenue, and gave to the school the more comprehensive name of Long Island Business College.

Mr. Wright was an exceptionally able educator and during the time he was manager of the Long Island Business College it developed into one of the strongest institutions in the country. Shortly after he was stricken with paralysis the school passed into the hands of Dr. Edwin Leibfreed, who is now in control.

Funeral services were held at the home of the family in Rockville Centre on the evening of the 13th, and at 2 o'clock in the afternoon of the same day memorial services were held in the auditorium of the Long Island Business College, which were attended by the teachers and most of the pupils as well as by many friends. In the death of Mr. Wright business education loses one who always stood for the highest ideals, both in education and business, and his influence will long be felt in the business educational life of the community. The family have the sympathy of not only the business educators generally, but of the entire business community, to which the latter years of his life were given.

**G. W. H. STANLEY.**

The South lost one of its best business educators when G. W. H. Stanley, of Stanley's Business College, Macon, Ga., died March 28th of pneumonia. He was born in Georgia, in 1861, and supplemented his common school education with a course in the University of Georgia. In order to fit himself for his chosen work as teacher of commercial branches he enters a business school in Lexington, Ky., and was subsequently employed there as teacher. A local newspaper has the following to say of Mr. Stanley:

"In 1892 he married Miss Nannie Anderson, of Mt. Sterling, Ky., and in the same year established Stanley's Business College, Thomasville, Ga. He conducted the school with remarkable success for twelve years, moving it to its present location in Macon in 1904, where he built up a popular and prosperous institution with more than State-wide reputation. During all this time his devoted wife had been

a faithful co-laborer, and that she has determined to continue the school under the same name and policy will be welcome news to those who had come to know it as one of the foremost educational institutions of the State.

"A Christian gentleman of strong convictions, strictest honor and integrity, and marked ability as an instructor, a tender, loving and devoted husband and father, he leaves a place in the home and the community which can never be filled."

Another paper refers to him editorially as a "prince among men," and says that "by his death Georgia lost one of her noblest citizens. His strict honesty and integrity were the shining traits of his character, and he would never stoop to any of the sharp practices so often employed in the commercial world."

Mr. Stanley was the type of man which elevates the standards of business education and places it on a plane with the more strictly cultural education. Sympathy for the bereaved family will not be lacking, even from those who had not known Mr. Stanley personally.

**NATIONAL COMMERCIAL TEACHERS' FEDERATION****SCHEDULE OF MEETINGS.**

Monday, December 27, 1909.

8:00 P. M.—Informal reception and registration of members.

Tuesday, December 28, 1909.

8:00 A. M. to 10:00 A. M.—Meeting of Advisory Council.

10:00 to 12:00—Meeting of General Federation. Address of welcome by Mayor and Governor. Response. President's address. Report of general secretary. Report of treasurer. Report of committees. Appointment of committees.

2:00 P. M.—Meeting of sections.

8:00 P. M.—General Federation. Three papers.

Wednesday, December 29, 1909.

9:00 to 12:00—Meeting of sections.

2:00 P. M.—General Federation. Three papers. Selection of place of meeting. Election of officers.

Evening for theatres and visiting.

Thursday, December 30, 1909.

9:00 to 12:00—General Federation. Four papers.

1:30 P. M.—Meeting of sections. Election of officers.

6:00 P. M.—Old Kentucky dinner. Grand finale.

**PERSONALS**

Among the Easter remembrances received at this office was a card from S. E. Leslie, the man who brings results in the penmanship classes at the Eastman School, Poughkeepsie, N. Y.

We extend our compliments to the Goodyear-Marshall Publishing Company, of Cedar Rapids, Iowa, in connection with the programme of the E. C. T. A. Convention, which they furnished. It is an exceptionally commendable piece of work, and the books are bound in one of the special covers manufactured by the Goodyear-Marshall people.

Another fine piece of work in connection with the Providence meeting was the menu for the banquet. Nothing more tasteful could have been gotten up, and all who received them will treasure them as mementoes of a delightful meeting.

A neat little booklet is sent out by the Baltimore Business College, of which E. H. Norman is president, telling "What Maryland High School Teachers Think of the Baltimore Business College." It is needless to say that all are agreed as to the merits of this school and in hearty sympathy with the high ideals of its president.



MISS NELLIE M. WOOD, BOSTON, MASS.



MISS MAUDE LINKER, SPRINGFIELD, MASS.



MISS ROSE L. FRITZ, NEW YORK.

**WORLD'S TYPEWRITING CHAMPIONSHIP.**  
One Hour from Copy.

April 10, 1900.

Name and Place.	Total.	Errors.	Pen.	Net.	Per Min.
Fritz, Rose L. (U.), N. Y. ....	5130	97	485	54	86 29-50

**AMATEUR CHAMPIONSHIP.**  
One Hour from Copy.

April 10, 1900.

Name and Place.	Total.	Errors.	Pen.	Net.	Per Min.
Coombs, L. H. (U.), N. Y. ....	5130	97	485	54	86 29-50
Shanrauth, Celia (U.), N. Y. ....	4288	142	725	59	59 23-60
Eccles, Ethel E. (U.), Waterbury .....	5334	498	2490	53	47 2-5

**SCHOOL TYPEWRITING CHAMPIONSHIP.**  
Thirty Minutes from Copy.

April 10, 1900.

Name and Place.	Total.	Errors.	Pen.	Net.	Per Min.
Linker, Maude (U.), Springfield .....	1789	32	160	1629	54 1-30
Bourdeau, Corinne (R.), Toronto .....	1871	49	235	1626	54 1-5
Wilson, Florence, Passaic .....	2111	98	490	1622	54 1-15
Dumont, Quinta M. (R.), Springfield .....	1892	126	630	1262	42 1-15
Miner, M. H. (E.), Brooklyn .....	1686	95	475	1211	40 11-50
Sabol, John (U.), Brooklyn .....	1725	128	640	1085	36 1-6
Boss, Marjorie (R.), Providence .....	1616	119	595	1021	34 1-30
Blumenson, Ida (U.), B'klyn. ....	2156	383	1915	221	7 1-30

(U.)—Underwood.

(R.)—Remington.

**INTERNATIONAL SHORTHAND CONTEST**

The shorthand contests for the Egan Cup and the Miner Medal were held at the meeting of the Eastern Commercial Teachers' Association at Providence, Saturday, April 10. The following entered the contest for the Egan Cup:

Miss Nellie M. Wood, Boston, Mass.

Clyde H. Marshall, Chicago.

F. A. Carlson, Chicago.

Wat Ormsby, Brooklyn, N. Y.

Willard B. Bottome, New York.

Lé Roy Weber, Washington.

E. B. Elson, New York.

C. W. Elmer, New York.

The following entered the contest for the Miner Medal:

Clyde H. Marshall, Chicago.

F. A. Carlson, Chicago.

F. H. Gertler, Chicago.

E. G. Wiese, New York.

Miss S. L. Tarr, New Jersey.

E. B. Elson, New York.

Before the transcribing began Mr. Ormsby withdrew, and later Miss Tarr and Messrs. Carlson, Wiese and Elson withdrew. Messrs. Marshall, Weber, Gertler and Elmer were disqualified on account of errors to a greater number than the 10 per cent which were allowed by the rules.

It will be seen that no one was qualified in the contest for the Miner Medal, and therefore the custody of the Medal returns to the Executive Committee of the Eastern Commercial Teachers' Association.

In the Eagan Cup contest Miss Nellie M. Wood transcribed the "240" solid matter, which consisted of 1,202 words, in the five minutes. She made 64 errors, leaving 1,138 words net, with a net rate of 227 3-5 words per minute. Mr. Willard Bottome transcribed the same matter, making 111 errors—1,091 words net, or a net speed of 218 1-5 words per minute. In the testimony Miss Wood transcribed the "280" take, which consisted of 1,368 words, in the five minutes. In this she also made 64 errors, getting 1,322 words written correctly, at an average net rate of 264 2-5 words per minute, beating her record of last year by 11 words per minute. Mr. Willard Bottome's record of testimony was made on the "260" test. This consisted of 1,309 words. He made 78 errors, making the net number of words 1,231, or 246 1-5 words per minute. The contest was awarded to Miss Wood, and as this is the third time she has won the Eagan Cup in succession, it entitles her to the permanent possession of the cup. She also received a medal and a cash prize, which was offered by Mr. Clarence Pitman.

#### STUDENTS' SPECIMENS

It is always a pleasure to receive such specimens as those which came from S. E. Leslie, of Eastman College, Poughkeepsie. If there are any teachers capable of securing better results, the evidence has not been presented at the *Journal* office.

That the pupils at Miner's Business Academy, in Brooklyn, are making rapid advancement under C. H. Lash is proven conclusively by the specimens which he left at this office. Mr. Lash furnishes the inspiration, and they, apparently, furnish lots of hard work.

High School penmanship is always interesting, and Carl T. Wise, of Sedalia, Mo., sends in some that is worth especial mention.

Under Merritt Davis, of the Capital Business College, Salem, Ore., the young people are making great progress in penmanship. Mr. Davis's instructions certainly bring results.

The pupils of O. D. Bliss, of Bliss College, Lewiston, Me., not only acquire an excellent mastery of penmanship, but at least one of them, Winnifred Smith, does excellent pen drawing. Her work cannot be too highly commended.

J. A. Kirby, of the Public Schools, Rutherford, N. J., brought in some specimens of "before and after taking" work, which furnished conclusive evidence of the high quality of instruction in writing which is being given by Mr. Kirby. He is another man who knows how to bring results from penmanship pupils in the high schools.

T. C. Knowles, of the Pottsville (Pa.) Commercial School, sent in some evidence of his success as a teacher of business writing which is very gratifying.

One of the largest bundles of specimens received at this office came from O. J. Browning, who is teaching in the High School at Newton, Iowa. He has a large class of pupils, all of whom show excellent progress.

The young people of Nebraska—at least those of them who attend Luther Academy at Wahoo—are to be congratulated on having so competent a teacher as J. M. Ohlslund,

who is securing notable results. All the specimens received from him are of more than usual merit.

Left as well as right handed pupils make progress under the thoroughly efficient instruction of J. Kugler, Jr., of the Newark (N. J.) Business College. Some of the work done in ten weeks' practise is especially notable.

The work in penmanship in Drake College, Passaic, N. J., is under the direction of L. M. Arbaugh. He sends in some specimens which it is a pleasure to look over. All the specimens show freedom of movement and promise much for the future.

Specimens from a large class of pupils who are taking penmanship under A. R. Furnish, of Northwestern College, Chicago, Ill., show the results of thorough training in the writing classes. Mr. Furnish believes in plenty of movement exercises.

Pupils of G. H. Wilcox, Connecticut Business College, Hartford, are doing good work. Mr. Wilcox is a competent teacher of penmanship.

The young people who come under the instruction of C. E. Sjostrand, of the North Star College, Warren, Minn., are able to do product work in a most commendable manner. The writing is just as good at the end of the page as it is at the beginning.

A bundle of excellent specimens of business writing has reached us from A. H. White, of Orr's Business College, Chicago. One of the pupils does especially good work in figures. If she becomes a bookkeeper, the firm securing her will be fortunate.

A good line on the work of the International Business College, Fort Wayne, Ind., is furnished by specimens sent in by pupils of J. N. Fulton. All the work received possesses great merit.

Under E. A. Bock, of Henager's Business College, Salt Lake City, all the pupils are making most excellent progress, if we may judge from the large number of specimens received from him. Some of these young people make exceedingly good capital letters.

The pupils at Aaker's Business College, Grand Forks, N. D., seem to have gotten the habit of doing good work under O. J. Hanson. One of the pupils represented in the assortment of specimens sent in gives evidence of becoming an excellent fancy penman.

We were glad to receive the sheets showing the high class of work being done by the pupils of E. J. Ryan, in the Brooklyn Eastern District High School.

C. G. Prince, of Bridgeport, Conn., is one of the ablest of penmanship supervisors, and the work of his pupils, some of which we have in the office, furnished ample evidence of the thoroughness of his work.

C. J. Gruenbaum continues to get most acceptable results from his pupils in the Lima, Ohio, Business College. Freedom of movement is a characteristic of the specimens received.

One of the successful women who are teaching penmanship in the public schools is Miss Cornelia Koch, who is Supervisor of Penmanship at Evansville, Ind. Judging from the work of some of her pupils and the neatness with which the sheets are put together, we should say that the school board had made a most excellent selection in choosing Miss Koch for the penmanship work.

Canadian pupils are making excellent progress in penmanship under J. D. McFadyen, of the Gowling Business College, Ottawa, Ont. We have a number of most commendable specimens from there.

C. C. Wiggins, of Pittston, Pa., sends in specimens which furnish evidence of the good work he is doing in the High School there.



## TWELFTH ANNUAL MEETING OF THE EASTERN COMMERCIAL TEACHERS' ASSOCIATION, Providence, R. I., April 8, 9, 10, 1909



### THURSDAY.

Commercial teachers from many cities and towns throughout the Eastern and Middle Atlantic States met in Providence in attendance upon the twelfth annual convention of the Eastern Commercial Teachers' Association. The sessions of the association were held at the Rhode Island State Normal School.

Thursday morning the delegates, who had arrived at the Crown Hotel, the headquarters during the convention, assembled in the lobby, and, after an hour's reception period, were taken in parties upon tours of observation in the city. Six routes were laid out for the visitors, the itinerary including the Gorham Manufacturing Company, the Brown & Sharpe Manufacturing Company, the National India Rubber Company, Bristol; the State House and Brown University, an automobile tour of the various points of interest in the city, a trip through Knightsville and Oaklawn, past the State institutions, and a trip among the city's principal stores and public buildings.

These trips were taken under the direction of the local committee and followed the registration of members of the association.

At 1:30 o'clock in the afternoon, after luncheon at the Crown, the delegates went to the Normal School, where the convention was opened.

The convention was called to order by the President, Edward M. Hull, Ph. D., of Philadelphia. Governor Pothier welcomed the members to the State of Rhode Island in a brief address. He said in part:

#### GOVERNOR'S ADDRESS.

"Our entire educational system must be reared on character. You commercial teachers, representing a branch of that system, should constantly strive to inculcate the principles of business integrity, that those whom you are training to operate the machinery of our commercial life may go forth into the business world with a determination to be faithful to whatever trust they may assume.

"The varied and colossal industrial interests of the nation demand not only ability, but, above all, integrity. The business code of the nation must be one of honor, for on this foundation alone can our commercial structure endure.

"The trade possibilities of the two hemispheres are tremendous. The value of language teaching in conjunction with a commercial education is established by the experience of those engaged in trade between this country and its neighbors, particularly those of the Western Hemisphere.

"To cultivate trade relations and increase our commerce with these neighbors, we must be able to talk with them in their original tongue. I am not prepared to say that our commercial schools should add the study of languages to their curricula, but I do say that a knowledge of Spanish in connection with a commercial training will equip the youth of to-day more effectively to take up a position in our trade frontier and become a pioneer in opening up new and lucrative channels for the commerce of this nation.

"And not only the language, but the manners and customs of those countries with which we desire to establish closer trade relations must be studied. Direct dealing, without the use of an interpreter, with a courteous, tactful, considerate salesman, is the method we would employ to win the confidence of our neighbors and develop and enlarge our trade relations with them."

#### MAYOR GIVES WELCOME.

The association was welcomed to the city of Providence by Mayor Henry Fletcher, who, in speaking to the delegates said:

"As Mayor of the City of Providence I gladly extend to the Eastern Commercial Teachers' Association a hearty and cordial welcome to this city, itself a commercial centre of no small importance.

"In the development of our civilization the economic progress of our age depends in no small degree upon sound business principles. Ethics and theory are highly important and have their place, but if the business or commercial training of the mind has been neglected, an important factor in the rounding out of a complete educational plan is missing. In fact, there is no walk in life, no avenue of activity, which does not at times at least require the guidance of the trained business intellect. In our homes, our churches, our schools and universities, in our courts and, by no means least, in the management of the affairs of city, State and nation the application of good business methods is essential in deciding questions of simple significance or of weighty import.



E. M. HULL, President.

"To no small degree rests upon you, members of this association, and your colleagues the task of instructing the youth of our land in these important principles. You are the molders of the men who are to take our places. If you are masters of your craft and do your work well, the boys and girls of to-day and the men and women of to-morrow will be the superiors of the present generation, for they are the heirs to accumulated commercial knowledge of all the years.

"It is because I believe that it is your purpose to impart such training that I take particular pleasure in extending a welcome on behalf of the City of Providence to you to-day, and it is my hope that your convention here may prove of unqualified profit to your association."



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**GROUP A.**

1. John L. Alger	18. H. L. Jacobs	35. F. W. Martin	52. A. T. Swift	69. M. C. Fisher	86. J. F. Robinson
2. W. P. Steinhauer	19. L. C. Horton	36. J. H. Parks	53. J. N. Kimball	70. E. E. Childs	87. Mrs. Read
3. C. E. Benton	20.	37. D. A. Casey	54. George Oakley	71. A. L. Sanford	88. Carl C. Marshall
4. W. H. Gleason	21.	38.	55. Mr. O'Brien, Jr.	72. G. D. Montgomery	89. Harry Houston
5.	22.	39. W. B. Phillips	56. H. Nichols	73. C. T. Stowell	90. Miss E. M. Dearborn
6.	23.	40. C. F. Crumb	57. Mr. Van Dorn	74. Mr. Lindberg	91. J. C. Moody
7.	24.	41. A. J. Park	58. O. L. Detweller	75. J. P. Hesser	92. A. B. Langright
8. George P. Lord	25. J. E. Downey	42. Alan Davis	59. J. A. McBride	76. H. B. Allman	93. J. H. Beale
9.	26.	43. W. Thibaut	60. F. H. Barto	77. L. Farletta	94. J. E. King
10.	27. Mr. Brown	44. Mr. Oakley, Jr.	61.	78.	95. J. R. Champion
11.	28. E. E. Kent	45. C. W. Jones	62. John Ganey	79. Frank Rutheford	96. J. R. King
12. P. A. Spence	29. C. W. D. O'Flah	46. S. McVeigh	63. J. J. Egan	80. Mrs. Clyde Marshall	97. E. M. Huntington
13. W. G. Parker	30. T. J. Ristinger	47. Mr. Jones	64. Mr. Jones	81. G. B. Mathias	98. G. E. Hale
14. J. N. Brown	31. T. W. Otto	48. G. A. Deel	65. L. W. Turck	82. Clyde H. Marshall	99. E. M. Hull
15. A. S. Longacre	32. A. R. Dorman	49.	66. W. J. McDonald	83. E. S. Colton	100. C. Donnelly
16. G. M. Smith	33. G. W. Harmon	50. E. H. Eldridge	67. W. J. McDonald	84.	101. G. M. Cranshall
17. W. W. Petrie	34. F. W. Morill	51. C. L. Altmaier	68. J. H. Clark	85. J. H. Seeley	102. J. W. Baker

**RESPONSE BY T. B. STOWELL.**

Mr. Stowell's address was in the nature of both a welcome on the part of the Providence commercial educators and a response on behalf of the Association. The speaker referred to the beautiful building in which the meetings were to be held—the finest that had ever been occupied by the Association. Mr. Stowell referred to the fact that commercial education has at last come into its own. The time was when the business educator was not very highly esteemed by the colleges and universities of our land, but now that many of them are introducing the commercial subjects in their courses, matters had taken a change. He concluded by saying that if the private commercial school still continues to exist, it must be because of the fact that it gives a training for business which cannot be obtained in any public or endowed institution.

President Edward M. Hull, of Philadelphia, then delivered the annual address. President Hull departed considerably from the usual custom of presiding officers, and discussed matters which lie at the very core of character building and training for usefulness. He stated that matters of discipline oftentimes were complicated by the lack of self-discipline on the part of the teacher. The president closed with an exhortation for higher ideals in education, in training and in life.

Walter L. Ranger, State Commissioner of Public Schools of Rhode Island, then delivered a short address. He stated that he was an old teacher of bookkeeping and commercial law. He was there to welcome the Association on behalf of the educators of the public schools. He commended very highly the work of the business educators and predicted that the establishment of the courses in commercial training in all the schools would mark an educational epoch.

Messrs. E. E. Merville and Charles T. Platt, who were to read papers, were not present.

C. E. Doner, Supervisor of Writing, Beverly, Mass., then gave a talk on penmanship which proved a very successful opening number for the programme. Among the topics he discussed were the following:

1. Position without Penholding, including feet, body and arms.
2. Preliminary Muscular Drills.
3. Position with Penholder in the Hand. This included the proper position of paper.
4. Dry Pen Practice.
5. Study of Slant.

Mr. Doner illustrated each of the points by the use of the blackboard. At the close of his talk a number of questions were asked as to speed, size of letters for various grades, etc. He was also requested to show how he would teach certain figures. The speaker, by reason of his training in all lines of penmanship, was exceedingly well qualified to treat of the study of writing. As a result of the enthusiasm provoked by the discussion, it was resolved by number of the prominent teachers of penmanship present to hold an informal meeting the following morning at 8:30 to last for one hour or until the regular sessions should convene.

**WHAT A BUSINESS MAN EXPECTS.**

A. W. Holmes, of the Baird-North Company, Providence, read a paper upon the topic, "What a Business Man Expects of a Stenographer."

He spoke first of the application for a position, and said that not one in ten knew how to apply for a place. He said that he, in making a choice, selected "a girl whose dresses are a little more than knee deep and whose face shows



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#### GROUP B.

1. H. R. Cole	S. E. O. Folsom	14. A. M. Stonehouse	20. Miss M. I. Scott	32. Miss C. O. Farnsworth
2. W. J. Stillman	H. C. Post	15. A. L. Miner	21. Miss L. Taylor	33. Miss A. M. Wood
3. D. A. McMillan	10. W. L. Cochran	16. James G. Craig	22. Miss A. M. Wood	34. Miss F. Schuterman
4. H. W. Patten	11. C. B. Post	17. J. P. King	23. Miss G. W. Craig	35. F. W. Martin
5. R. G. Laird	12. R. G. Laird	18. Grace Becker	24. Miss G. W. Craig	
	13. R. G. Laird	19. Mrs. Becker	25. Miss G. W. Craig	

some signs of intelligence." He declared that girls fresh from school were, almost without exception, unable to do a day's work.

"Teach them to be more careful," he said, "to realize the importance of their work, to be interested in it, to cut out the 'gab-fest' and to concentrate attention on their work. Discourage that careless, indifferent air which they carry sometimes."

He urged the teachers to instill into the pupils the fact that there was a boss to be obeyed and that when engaged the employees were supposed to do anything asked of them in connection with work, "even if it is catching flies on the wall."

Greater accuracy and less speed was another qualification he insisted was necessary, and then, speaking of concentration, he said:

"A stenographer fresh from school cannot settle down to work. She is as intermittent as the dog with fleas."

"The dictionary habit was another necessary element," he declared, "as well as the possession of terse English and correct punctuation."

"Nimble-mindedness," he continued, "is a great asset for a stenographer. It is a good thing, too, to keep after them with a bat pin. Teach them adaptation and application, and to cultivate a more forceful and positive personality. Loyalty is the very greatest requisite."

"The business man expects a stenographer then to be," he said in conclusion, "punctual, polite, pleasant, accurate, alert, ambitious, earnest, energetic, reliable and absolutely loyal."

#### THURSDAY EVENING.

In the evening the members assembled at the Normal School and listened to two addresses and a musical programme, the speakers being E. E. Fowler, of the Burroughs Adding Machine Company, who spoke upon "The Evolution of Bookkeeping," and F. J. Brown, of the Library Bureau, whose topic was "Specializing in Modern Accounting." The music was by Tourtelot's Orchestra.

Mr. Fowler's address was illustrated by stereopticon and carried his audience back to the remote period, the Stone Age.

#### "MODERN BUSINESS."

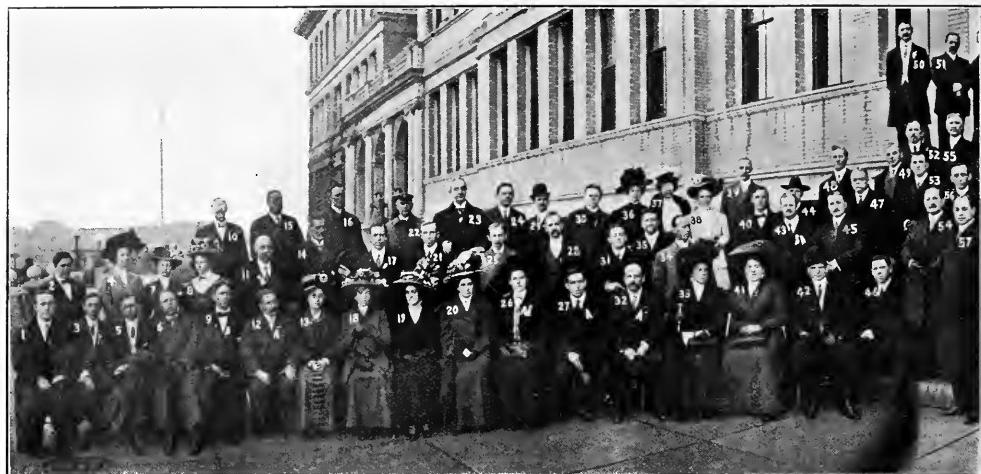
"Modern business," said he, "demands men with modern ideas. You are all familiar with the old conception of the bookkeeper as the man who burns the midnight oil trying to bring his trial balance right. But the business man of to-day wants the man who can get his work through in the quickest possible time, and incidentally save him money. That is what the modern ideas bring out, the speed and the accuracy which are essential."

The speaker then referred humorously to the "book-keeping" of primitive man, when, he said, the accounts were probably chiselled into stone. A merchant in those days, he said, who used a scratch block would have had to carry a cart load of stone blocks about with him all the time and must have owned a quarry to keep his books in leaves. He sketched the development of numbers, and pointed to the fact that the fingers were used as the first adding machines. In the seventeenth century, he said, Napier invented the calculating machine by the use of squared bones with figures on their surfaces.

Carrying the development of the science of numbers to the present day, he showed on the screen pictures of the first adding machine invented in this country and in successive pictures showed the development of the Burroughs machine and many short cuts in office work that have grown from its use.

#### "MODERN ACCOUNTING."

F. J. Brown, in discussing "Specializing in Modern Accounting," said that modern accounting had lost none of the old school of accounting with the gain in speed and accuracy. The old school cherished the idea, he said, that figures did not lie, but, the speaker said, the modern system showed that figures were capable of giving one some very curious impressions.



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#### GROUP C.

1. H. W. Knapp	11. G. A. Meinecke	21. G. E. Smith	31. L. L. Martin	40. S. Trumbell	49. Mr. Whitehill
2. H. O. Blaisdell	12. Miss R. L. Fritz	22. H. M. Rowe	32. C. C. Lister	41. W. E. Dunn	50. W. E. Dunn
3. R. E. Flager	13. Miss R. L. Fritz	23. D. H. O'Keefe	33. P. E. Lakes	42. W. S. Bell	51. W. S. Bell
4. E. A. Trefsger	14. J. C. Walker	24. C. A. Pitman	34. T. B. Stowell	43. G. P. Eckols	52. G. P. Eckols
5. C. V. Odén	15. B. J. Griffin	25. Miss Sweeney	35. Ethel Scott	44. C. O. Atchouse	53. C. O. Atchouse
6. Miss M. E. Carrington	16. C. Pierce	26. C. H. Dresser	36. Mrs. N. B. Stone	45. W. L. Nolan	54. T. W. Donoho
7. Miss M. Dupont	17. Miss M. L. Lanier	27. G. W. Bird	37. Miss A. A. Coburn	46. P. O. Carpenter	55. W. S. Rogers
8. Miss M. Lanier	18. Miss M. E. Carrington	28. W. L. Smith	38. N. B. Stone	47. S. C. Williams	56. P. J. Harran

"Beware of false prophets," says the Bible, and with a slight changing in the spelling of the word the modern warning reads, "Beware of false profits;" he said.

"The specialized accounting," he continued, "has for its supreme object the securing of the accurate interpretation of the various conditions existing under its supervision. Organization is the Alpha and Omega of specializing in accounting and it has developed organization engineers and business economists. The test of an organization is its effectiveness, not its economy."

In conclusion, the speaker said that the word commercialism, once held in contempt by the college man, had now become recognized as being a term of honor, and that the old distinction of profession and business was now lost in the modern adaptation that business is a profession.

#### COMMITTEES APPOINTED.

The following committees were appointed by President Hull:

Nominating Committee—F. G. Nichols, Rochester, N. Y.; T. J. Risinger, Utica, N. Y.; E. S. Colton, Brookline, Mass.; A. M. Stonehouse, Providence; Miss Flora Pryor, Waterbury, Conn.; M. L. Miner, Brooklyn, N. Y.; H. G. Healey, New York City.

Committee on Resolutions—George P. Lord, Salem, Mass.; Carl C. Marshall, Cedar Rapids, Ia.; S. C. Williams, Rochester, N. Y.

Membership Committee—E. J. Goddard, Bridgeport, Conn.; Nina P. Noble, Salem, Mass.; W. P. Steinhauer, Asbury Park, N. J.

Committee of Inter-State Commerce Commission—Charles M. Miller, New York City; H. M. Rowe, Baltimore, Md.; John J. Eagan, Hoboken, N. J.; Louis B. Moffet, Philadelphia; S. McVeigh, North Adams, Mass.

#### FRIDAY MORNING.

The morning program was opened with a paper by F. G. Nichols, Rochester, N. Y., on the subject "Suggestions to

Teachers of Commercial Law." Mr. Nichols said in part: "Decide upon the scope of the work to be accomplished. Be careful to convince your pupil in the first lesson that the subject is not too difficult for him to learn. Select a few definite and helpful points to be presented in each lesson. Impress upon the pupil's mind that 'to pass' is the least important consideration. Impress the pupil with the importance of the subject. Stimulate interest by using real illustrations and select as recent ones as possible. Encourage questions and give the pupils an opportunity to speak to you about the lesson."

"Organize the class frequently into a court for the off-hand discussion of questions or cases. Drill! drill! drill! until each important point is well learned. Inculcate into the mind of your pupil a respect for the law. Disabuse the boy of the idea that trust and corporation are synonymous. With all of its defects our legal system is the greatest the world has ever produced, and the student of commercial law has not gained from the subject all that he has a right to expect if he is allowed to pass out of it without having acquired a profound respect for a fairly complete knowledge of and a desire to conduct his business in harmony with the laws that have to do with the commercial affairs of men."

#### THE BUSINESS HIGH SCHOOL.

"The Development of the Business High School" was then discussed by Allan Davis, Washington, D. C., the speaker saying in substance:

"In the matter of business training the public school was in the beginning an imitator of the business college.

"Frequently bookkeeping and shorthand were inserted into its course by business men on the Board of Education without considering the ability of the teaching corps to give efficient instruction. Frequently there was open hostility from the teachers of academic subjects, and frequently the whole arrangement of courses and the multiplicity of subjects minimized the results of public school instruction in the commercial branches.

Hon. Aram J. Pothier,  
Governor.

T. B. Stowell.

Hon. Henry Fletcher,  
Mayor.

"Finally, however, competent teachers were trained. A proper arrangement and correlation of business arts was worked out. Separate courses were evolved, giving commercial instruction equal in educational value to the academic and manual training courses. Finally, there appeared in many of the larger cities separate schools which combined with the elements of the general high school course theoretical and practical study of the business arts.

"The line of evolution of business education is thus seen to contain four easily marked stages. What may be termed the business college stage, the stage of adoption of business branches into the public high schools, in which subjects were taught without special grouping into courses; the stage in which separate business courses were arranged in many high schools and the stage of the separate commercial high school."

The speaker was of the opinion that the independent school creates a proper school pride and dignifies the course without creating class distinction and that it brings the rich and the poor together on an equal footing, "and as in America, the son does not necessarily follow his father's calling, it creates a virile type of actual democracy."

In concluding his paper Mr. Davis said: "The business high school adopts a definite viewpoint and offers a carefully balanced course which fits the student for a definite line of activity and at the same time tests him and his capacities along the general lines of education. The cosmopolitan high school presents an opportunity for broad education, but loses in organization, pupil purpose, correlation of studies and definiteness of aim."

#### TALKS ON TYPEWRITING.

Archibald Cobb, of New York City, was the next speaker, his subject being "What a Typist Ought to Know."

"The machine has outstripped the operator because of the efforts of the manufacturer to perfect the typewriter," he said. "The development of the modern business has opened a wide range to the typist. The call now is for office assistants who can use the machine in tabulating, indexing and other forms of office work once done by hand."

Business schools had it within their province to cease turning out incompetents in the skill necessary. An incentive to human activity is necessary to produce best results, he declared, and the graduate is the walking advertisement of the school which gave him his education and equipment to successfully combat in the business world.

#### BEGINNERS' BOOKKEEPING IN THE HIGH SCHOOL.

In speaking on the subject allotted him, "Beginners' Bookkeeping in the High School," Frank E. Lakey, of the English high school, Boston, said the unfavorable conditions are the lack of any real drill in business penmanship before the pupil enters the high school; the lack of foundation in arithmetic and the failure of parents to value the time of the children in high school highly enough. He said he had often wished for a provision in the statutes requiring a deposit of \$50 on entering school, to be returned when the boy has done his work well and had attended faithfully. He laid special stress upon the importance of the forms of training

in business customs, and spoke of the value of personal neatness and of being well dressed. In discussing the balance sheet, he said it should give both totals and percentages and should compare different months.

"It is not enough to know that the business made or lost a certain amount," he said. "We must know the trend of the business and be able to make comparison."

#### BEGINNERS' BOOKKEEPING IN THE BUSINESS SCHOOL.

C. H. Blaisdell, of the Rhode Island Commercial School, followed Mr. Lakey with an address on "Beginners' Bookkeeping in the Business School." After outlining some of the varying conditions in the business school, he emphasized the necessity of laying a better foundation for the book-keeping course by instruction in the English department to those who are deficient in the elementary studies. He gave a synopsis of the different methods in use, calling attention to the weaknesses of some, and outlining a course for the beginning of the year.

He called particular attention to students' outgoing papers, emphasizing neat, accurate billing, and proper form of notes, drafts, etc.

He closed his remarks with suggestions to teachers on the checking of books, and how to save time in the school-room by having typewritten rules for proving cash, and for finding errors in trial balances, etc.

#### THE SEMINARY METHOD.

"A Seminary Method of Teaching Commercial Subjects" was presented by Calvin O. Althouse, of Philadelphia, Pa. The term seminary methods in this connection, he said, meant the compilation by the student of a quantity of material upon a given subject under the guidance of an expert and the reproduction of the same orally in the form of a lecture to a group of students interested in the general sub-



C. E. Doner.



F. G. Nichols.



Archibald Cobb.

ject of which the special report forms a part, a method, he said, in vogue among older students in colleges and almost universally practised in the graduate schools of the universities and colleges. It vitalizes the subject for the student, he declared, stimulates the student to produce something that is worth while, and which bears the impress of his own effort, being the evolving of a scheme of applied economies by putting the student face to face with the question of production, distribution, supply and demand, etc. Finally it causes the student to specialize at an early date. The speaker then referred to the work as carried out in the school in Philadelphia and sketched the range of subjects submitted for specialization which are generally left to the student himself in order to enable him to select something that makes a particular appeal to him. The work of preparation and the oversight on the part of the teachers was touched upon. A final thesis upon the subject is left with the school, the speaker said, forming an excellent study of the subject matter in each department taken up.

#### THE SIGNS OF THE TIMES IN COMMERCIAL SCHOOL WORK.

J. C. Walker, secretary of the National Commercial Teachers' Federation, was the last speaker of the morning session, his subject being "The Signs of the Times in Com-



C. L. Altmair.



F. E. Lakey.



E. H. Eldridge.

mercial School Work." He predicted the speedy arrival of the time when the practical in education would be the rule rather than the exception; when the teacher in the commercial department of a high school will be considered the equal in every way, and will be the equal of any other class of high school teachers.

"Most of you know," he said, "that this is far from true to-day, but that a little two by four, who has a smattering of Hebrew or French, but who does not know how to endorse a check or write a receipt for his monthly stipend, would consider it beneath his dignity to walk down the street or associate in any way with a man who usually gets about twice his salary, and who teaches the boys and girls arithmetic, letter writing, shorthand, correct English and business."

He advocated the popularizing of the private business school by the following methods: "Practise what you preach; treat competitors fairly; improve the course of study; truth telling and advertising."

The extensive instruction in schools should, he thought, be on office practice, with particular stress upon modern time-saving office appliances, billing and the duties of a shipping clerk, general office routine and more arithmetic, letter writing, spelling and punctuation.

#### FRIDAY AFTERNOON.

Sickness prevented ex-Governor T. M. Waller, of Connecticut, from opening the afternoon session as scheduled. Governor Waller was to have spoken upon "Business Ethics," but just before the convention was called to order by President Hull a message was received from Connecticut stating it to be impossible for Governor Waller to attend the convention.

"The Perplexing Problem of Commercial English" was discussed by Carl C. Marshall, of Cedar Rapids, Ia. He said in part:

"The conscious study of language consists of two processes; learning the signification of words as thought signals; learning to use these words so as to convey thought clearly, pleasingly and effectively. I have long believed that the natural, logical and only effective method of gaining in language power is simply to continue the speech processes of childhood; that is, learn words, their forms, meanings, and how to use them, and getting along with as little as possible of the schoolmasterish jargon of those who would be 'sciences,' grammar and rhetoric. I can conceive of no more profitless or pleasureless waste of time for anyone than to cram himself with the insignificant tweedledums and tweedlees of the average grammar book. Everybody who has read or thought much about language has learned by this time that our English is, practically speaking, a grammarless tongue, and that the thing called 'English Grammar' is mostly an invention of school masterdom and is of about as much use in helping us to use good English as the science of ichthyology would be in helping one to catch fish."

"Bad grammar is not usually caused by a lack of knowledge. The young folks really know better, and nine times in ten will use the correct form, if you call at-

tention to their lapse, even if they have never seen the inside of a grammar book. Bad grammar is mostly a bad habit, like slang, or swearing, or cigarette smoking, or biting one's nails.

"In words themselves we find the real basis of rational language study. Their arrangement into sentences is a secondary matter and one for the application of practice rather than theory."

The method which the speaker declared he would follow in teaching English in the business school was stated by him to be the division of the work into word study and composition, with nothing resembling in name or method such class as "spelling" or "grammar."

He criticized the too close attention to teaching close punctuation and said that the marks of open punctuation were sufficient. The encouragement of the pupil to read good books was also urged.

#### BUSINESS CORRESPONDENCE.

"Business Correspondence: What It Is and How to Teach It," was the subject of a paper by Carl Lewis Altmair, of Philadelphia. He said that twenty years had witnessed many changes and improvements in the methods of doing business, brought about by the typewriter, the duplicating apparatus and the postal service, which enable the directing voice of a business concern to be heard daily in all parts of the land. These have given the business man," he continued, "a power for expansion which before he did not possess. The business schools in the past have done much to enable the business man to avail himself of these new forces—they have trained thousands of young men and women in stenography and typewriting, without whose assistance the business man's labors must have been more burdensome and his field of operations more restricted."

The speaker then answered the first query in the title as follows: "Business correspondence is not form; it is not penmanship; it is not spelling; it is not grammar; it is not even English. These things are the mere outward show."

He defined business correspondence as the art or ability of grasping business facts or propositions in their entirety and discussing them in the form of a letter—clearly, completely and concisely. As to the question how to teach it, the speaker said it should be taught as a separate and distinct



J. E. Downey.



A. R. Dorman.



C. B. Pease.

subject, with careful attention to the fact that the business correspondence should be a complete record of a business transaction.

#### TELLS OF TEACHING METHODS.

Miss Gertrude W. Craig, of Boston, read a paper on typewriting. She took up the different methods of teaching, that by rows, by fingers and by combination. The teaching by rows is supplemented by additional drill with the third and fourth fingers, she said. The touch system was a disadvantage at the first, because it was somewhat discouraging at the beginning.

"Teach more about the mechanism of the machine," she advised. "Have the class about you when you make repairs." Speed drills and timing for perfect copy were also advised.

## HOW THE SCHOOL CAN HELP THE GRADUATE.

The next speaker was C. B. Pease, of Boston, who spoke upon the subject "How the School Can Help the Graduate Before and After Graduation." Mr. Pease said the topic resolved itself into three divisions, the prospective student, the actual student and the graduate. The schools which offer the shortest courses of instruction, he said, are the shortest lived, as dissatisfaction results when the superficially trained student discovers that there is no paying market for what he has to offer. The young man, he said, should be advised about the courses best adapted to his needs. After being enrolled he should find his incentive for best work in the high standards of instruction maintained by the school; neatness in execution and accuracy of result must be insisted upon. "He is to learn that the lines of least resistance do not lead to success, and that in order for him to secure the coveted prizes of business life he must now begin to be on time, do neat and accurate work and keep everlastingly at it. Call laziness and indifference by their right terms."

The subject of discipline was discussed at length, and it was insisted upon that never, no matter what the provo-



H. L. JACOBS, Member Executive Board.

cation, should an angry or sarcastic manner be permitted toward a pupil. "A diploma should not symbolize a severed relation," the speaker continued. "It is not an epitaph. Cultivate the influence of an alumnus."

## DISCUSSES ARITHMETIC.

"Commercial Arithmetic" was the subject of a paper read by A. R. Dorman, of Middleboro, Mass. He said the entire matter in the teaching of commercial arithmetic simmers down to two questions: What shall be taught? How shall it be taught?

He then read a list of questions submitted to business men in Massachusetts, in which they were asked to state the principles considered of special value in business and suggestions toward the strengthening of the course. The answers, he said, showed that there was an appeal for more drill on the fundamentals, addition, subtraction, multiplication and division. In only two lines was there a call for fractions smaller than the twelfth. Practically all use billing, commercial discounts, interest and bank discount in one form or another, he said.

He believed the subjects taught should be only those used daily by the student when he begins his work in the world. As to the method of teaching, he said he divided the work into three parts; to obtain rapidity of thought, oral work is made prominent; for drill in the useful subjects, class work is of equal importance, while lesson work, he said, gives an opportunity of touching on the more difficult phases of the required subjects. Oral and class work, he said, gave the best results.

James E. Downey, of Boston, brought the afternoon session to a close with a paper on "Laboratory Methods in Teaching Arithmetic." In this the speaker said he utilized Government reports and statistics and had the pupils do the figuring necessary to produce the totals. He also exhibited a set of forms for class work.

## SATURDAY MORNING.

The entire forenoon was devoted to the annual short hand and typewriting contests.

## COMMITTEE ON CORRECTION OF COPY.

The Committee on Correction of copy included L. A. Waugh, D. A. McMillan, S. C. Williams, A. M. Stonehouse, C. H. Blaisdell, Mary Cross, Miss Mitchell, Miss Mackenzie, Miss Dearborn, M. McDonald and Mr. Pierce.

## SATURDAY AFTERNOON.

The afternoon and closing session was opened by Horace G. Healey, New York City, who read a paper upon "Commercial Education in England."

"Shorthand" was the topic discussed by G. P. Eckels, Pittsburg, Pa. He said it was necessary to train the pupils in the manner in which they will be obliged to follow after getting into business life.

The Treasurer reported total receipts \$508.54; expenditures, \$315.76; balance, \$192.78. The membership at the present time is as follows: Paid up, 285; unpaid, 137. The total expenses of the convention, paid from receipts for advertising, were \$339.29.

The committee on resolutions presented a resolution of thanks to the executive officers, the committees, the speakers, the board of trustees and principal of the Normal School and to the press. It was adopted.

A resolution on the death of Charles C. Beale was presented and adopted and a report that a resolution on the death of W. H. Sadler, of Baltimore, would be presented at the next meeting was received.

An invitation was extended to the association to meet in convention next year at Washington, D. C. It was accepted.

A rising vote of thanks was given to Clarence W. Stowell, of Providence, and Calvin O. Althouse, of Philadelphia, for services.

## OFFICERS ELECTED.

The nominating committee then submitted its report and the following officers were elected: President, E. H. Norman, Baltimore, Md.; First Vice-President, Allan Davis, Washington, D. C.; Second Vice-President, W. H. Kinyon, Pawtucket, R. I.; Third Vice-President, J. C. Walworth, New York City; General Secretary, F. E. Lakey, Boston, Mass.; First Assistant Secretary, Miss Flora B. Pryor, Waterbury, Conn.; Second Assistant Secretary, Miss Alice M. Wood, Poughkeepsie, N. Y.; Treasurer, L. B. Matthiass, Bridgeport, Conn.; Assistant Treasurer, Mrs. L. B. Matthiass, Bridgeport, Conn. Executive Board, Calvin O. Althouse, Philadelphia, Pa., and Edward H. Eldridge, Boston, Mass.

The new officers were called to the platform, and responded in brief remarks.

COURSE OF STUDY FOR A BUSINESS HIGH SCHOOL.

Carlos B. Ellis, of the Technical High School of Springfield, Mass., brought the Convention to a close with a paper on "Course of Study for a Business High School." He said the requirements in the business world, which were the things that should be taught thoroughly by the commercial schools, were the ability to write a good, legible hand; make good figures and place them correctly; know how to add and subtract, divide or multiply accurately and rapidly; know how to express themselves clearly, briefly and grammatically in a letter, and how to spell the words correctly. He advocated allowing a student to commence commercial subjects early in the course, and if forced to leave school before graduation to grant him a certificate upon the completion of a specified amount of work, as is done, he said, in Pittsburgh, Pa., and Springfield, Mass., after the completion of two years in school. History and English, the speaker held, are essential parts of any commercial course, but he did not believe that the mastery of at least one foreign language before graduation should be insisted upon.

"This may sound like heresy," he said, "but I do not believe it is necessary or wise to try to fit all pupils into either square or round holes."



C. O. ALTHOUSE, Toastmaster.

FRIDAY EVENING.

ANNUAL BANQUET.

The annual banquet of the association was held in the evening in the gymnasium of the Normal School, about two hundred covers being laid.

Charles M. Miller, of New York City, was assigned as toastmaster of the evening, but was seized with a sudden illness shortly after the tables were occupied and was forced to retire. He proceeded unassisted as far as the hall, when he nearly collapsed and had to be assisted to an automobile and taken to the Crown Hotel, where medical aid was summoned. He was found to be suffering with a nervous affection, it was said, which readily responded to treatment, and at midnight was resting comfortably, with no serious effects anticipated.

With the retirement of Mr. Miller, the duties of toastmaster fell to C. O. Althouse, acting director of the School

of Commerce of the Philadelphia High School. Judge Charles C. Mumford was the first speaker, his topic being "Integrity the Basis of Business Success." He was followed by President Faunce, of Brown University, who spoke on "The Consideration of Commercial Education in the Higher Institutions of Learning;" Walter H. Small, Superintendent of Public Schools, on "What Next?" Nathan W. Littlefield on "The Importance of Detail in Bookkeeping;" John W. Cass, Postmaster of Woonsocket, on "The Civil Obligations of Business Men," and others.

Judge Mumford said that no business could be a success that was not founded on integrity. "No matter how big or successful the business may be for a time," he said, "if it is not founded on integrity, it will surely fall. In these times, when wealth is valued so highly by the average man, and the young man in business uses all his zeal for the accumulation of money, integrity must be the watchword. No matter how well he may be equipped with the other tools of his trade, if he has not integrity, they will be turned against himself. The quality is absolutely necessary, if business is to be carried on."

CITES CITY'S ADVANTAGES.

President Faunce began by extolling the merits of Providence as a convention city and its great educational advantages, and extended an invitation to all in the room to visit Brown the next day. He referred pleasantly to the quaint customs of the earlier settlers of the city, and pointed out where they had left their influence in its life of to-day.

Continuing, he said there were two words now in use, of great disrepute, one affecting the speaker and the other his hearers, the words being "academic" and "commercial."

"They have been distorted," he declared, "and they must be brought back to their original meaning. I would like to do something to make an academic life less visionary, and a commercial life less concerned with the earning of bread and butter. The work of the world has gone on best when commercialism has been at its highest point."

Dr. Faunce pointed out examples of the high state of civilization that existed in Venice and other cities at a time when business was at a high mark. He also referred to Newport and showed that 1763, when the city had hundreds of vessels and thousands of seamen engaged in commerce, was the golden period in the history of the place, and that when commerce died out the greatness of the city also died.

In conclusion, Dr. Faunce said he had no use for an institution of learning that had as its greatest ideal the earning of a salary. "What is wanted," he said, "is a training to serve the country, patriotism and citizenship, and when this idea is used to instruct men 'academic' and 'commercial' will be terms to be proud of."

Walter H. Small spoke of the struggle of education to keep up with the procession, and declared that when the system was abreast of the times the question always arose, "What next?" He sketched the progress of education in America, declaring it started at the top in the establishing of Harvard University, and came down to the kindergarten, and the interesting point now was "What next?" In the case of Providence, he declared, it probably would be a commercial high school, as this had already been asked for.

The value of bookkeeping and the great work done by commercial schools was the theme of Nathan W. Littlefield. Accuracy to the minutest details was absolutely necessary, he claimed, as is shown in all the great corporations of the country to-day. Many business failures are occurring every day, he said in closing, from lack of careful book-keeping.

# Professional Writing

BY W. A. HOFFMAN

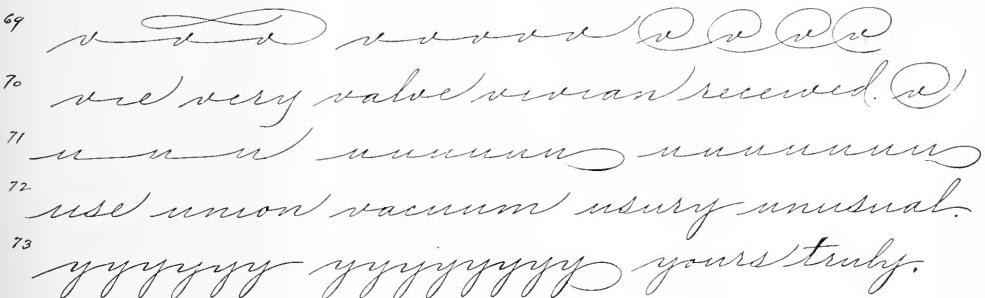


Lines 66-67-68. The same instructions given for the capital I in our last number apply to these lines. If you so desire, you may disconnect the capital and small letters, as shown in line 67; that is, raise the pen in making them.

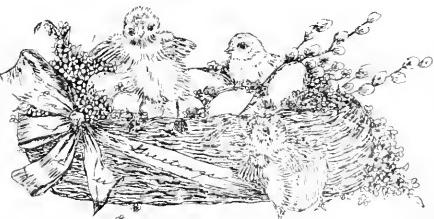
In lines 69 and 70 watch the last half of the *v*, which is made just like the last half of the small *w*.

The *u* in lines 71 and 72 has about the same width between the parallel lines as the vertical height. Both parts are of uniform height and the down strokes are on the same slant.

Line 73. The first half of this letter is like *n* or *m*. It finishes like a small *j*.



Penmen will be sorry to learn that W. I. Tinus, of Chicago, has been seriously ill with a complication of ailments, due to nervous breakdown on January 7. Had he consulted only his own best interests he would not have been present at the Indianapolis meeting, but his loyalty to his profession led him to heed the call of the convention. He was recently compelled to undergo an operation, but since that time has been improving slowly, and there is every reason to believe that he will soon be taking his old active part in commercial educational work.



BY WINNIFRED SMITH, STUDENT OF BLISS COLLEGE,  
LEWISTON, ME.

# THE PENMEN'S EXCHANGE

During the coming year we hope to have contributions for this department from all the leading penmen. We want the best that the profession can supply. It is the plan to make this department one of the most interesting in the magazine.

## EDITOR'S SCRAP BOOK

J. M. Lantz, of the Waynesboro (Pa.) Business College, swings a very skillful pen, which fact we note from a packet of ornamental cards he has sent us.

J. G. Frey, of Cleveland, Ohio, well known to our readers, has sent us a few cards showing his ability along the ornamental line. They rank among the best.

From the pen of F. O. Anderson, Ottumwa, Iowa, we have received several ornamental cards that are certainly a credit to the writer. Mr. Anderson is improving right along, and he is to be congratulated on the fine work he is turning out.

A. J. Williard, of Gratz, Pa., favors us with some of his signature work and flourishing, which shows up very well.

W. H. Wherley, the penman of Ipava, Ill., can execute the ornamental style with marked degree of skill.

M. A. Adams, proprietor of the Marietta (Ohio) Business College, sent us a packet of his card work. Mr. Adams swings a quill that will pass muster among the best.

Some splendid card writing work has reached us from J. H. Atchley, of Abbott, Texas. Mr. Atchley is master of both the business and ornamental styles of penmanship.

M. Hogge, of Richmond, Va., writes some very fine cards in the ornamental style.

From S. W. Thomas, of East St. Louis, Ill., who is now 64 years old, we have received some ornamental cards which are executed splendidly for a man of his age.

J. G. Christ, of Lock Haven, Pa., continues to favor us with specimens of his pen work, which show that he still possesses his old-time skill.

W. A. Larimer, of Garden City, Kan., sent THE JOURNAL a poem entitled "A Friend in Need," executed very neatly in Old English lettering. The first line starts out with a nicely colored initial, and Mr. Larimer certainly has ability along this line of pen work.

Nicely written letters have been received from E. H. McGhee, Trenton, N. J.; L. M. Rand, Boston, Mass.; J. L.

Moser, New Castle, Pa.; J. G. Christ, Lock Haven, Pa.; C. H. Haverfield, Berea, Ohio; R. A. Grant, St. Louis, Mo.; A. W. Dakin, Syracuse, N. Y.; A. L. Hickman, Salina, Kan.

Superscriptions worthy of mention have reached our office from Theodore Anderson, Minneapolis, Minn.; William Chambers, Hartford, Conn.; W. F. Hostetler, South Bend, Ind.; C. J. Gruenbaum, Lima, Ohio; J. W. Baer, Phoenixville, Pa.; H. C. Spencer, Melrose, Mass.; A. W. Cooper, Camden, N. J.; S. C. Bedinger, Springfield, Mo.; A. L. Morrow, Hudson, La.; J. N. Fulton, Fort Wayne, Ind.; J. M. Reaser, New Orleans, La.; W. A. Larimer, Garden City, Kan.; A. K. Feroe, Madison, Minn.; A. W. Dakin, Syracuse, N. Y.; G. W. Paulus, Grand Rapids, Wis.; E. H. McGhee, Trenton, N. J.; J. D. Todd, Salt Lake City, Utah; E. J. Abernethy, Forest City, N. C.; Earl A. Rishor, Bridgeport, Conn.; C. H. Haverfield, Berea, Ohio; J. F. Caskey, Haverhill, Mass.; E. C. Mills, Rochester, N. Y.; Mahonri Thomson, Ephraim, Utah; E. B. Johnson, Jersey City, N. J.; T. Courtney, Grand Rapids, Mich.; C. L. Krantz, Rock Island, Ill.; George H. Shattuck, Medina, N. Y.; H. D. Goshert, St. Louis, Mo.; D. Elston, Edmonton, Ala.; O. H. Cote, New York; H. B. Lehman, St. Louis, Mo.; A. H. Ross, Rensselaer, N. Y.; J. M. Lantz, Waynesboro, Pa.; C. C. Wiggins, Pittston, Pa.; C. A. Barnett, Oberlin, Ohio; C. F. Nesse, Chico, Cal.; G. W. Washington, Boston, Mass.; D. I. Rowe, Milwaukee, Wis.; W. J. Elliott, Toronto, Can.; Sr. Mary Germaine, Monroe, Mich.; C. E. Baldwin, Columbia, Mo.; A. C. Sloan, Toledo, Ohio; S. A. Drake, Erie, Pa.; C. H. Larsh, Brooklyn, N. Y.; D. N. Greer, Braddock, Pa.; E. F. Whitmore, Washington, D. C.; E. A. Zartman, Omaha, Neb.; Oscar Hanson, Grand Forks, N. D.; Charles F. Zulauf, Scranton, Pa.; J. W. Westervelt, London, Ont.; R. A. Grant, St. Louis, Mo.; G. W. Harman, Brooklyn, N. Y.; H. G. Reaser, Pittsburgh, Pa.; J. H. Janson, Napa, Cal.; J. R. Newlin, Columbus, Ohio; J. G. Frey, Cleveland, Ohio; B. F. Overstreet, Connellsburg, Pa.; George Wilkinson, Monroe, Wis.; J. L. Moser, New Castle, Pa.; W. B. Day, El Paso, Texas.

*The straightest way, perhaps,  
Which may be sought,  
Lies through the great highway  
Men call. I ought*



ORNAMENTAL SIGNATURES, BY A. W. KIMPSON, KANSAS CITY, MO.

**COMMON WORDS FREQUENTLY MISSPELLED**  
100 OF "ZULAEUF'S FIVE HUNDRED"—SET 2.

walnut	shepherd	actor	typhoid
lantern	jewelry	pamphlet	pitiful
salve	biscuit	assistant	sleeve
lilac	valleys	surely	tapioca
gallant	shovel	squeal	nickel
sirloin	scythe	lightning	veranda
peddler	scissors	beggar	millinery
lettuce	Wednesday	mortar	chestnut
cigar	allspice	dandelion	baptize
cotton	chains	cinders	colonel
caboose	divorce	reindeer	kernel
wrinkled	genuine	cushion	villain
interest	cement	hickory	wilful
bouquet	minnow	carrots	tobacco
lodgment	cancel	lemon	vanilla
hearse	angel	melon	pigeon
partner	angle	picnic	lovable
marshal	saucer	women	mortgage
chapel	beefsteak	pumpkins	drowned
linen	fingers	planning	changeable
chalk	figures	swimming	already
flannel	surgeon	knuckle	referring
forehead	busy	whose	occurring
priest	ostrich	partial	twelfth
together	hoping	eastern	macaroni

**EITHER SPELLING CORRECT**

A friend of THE JOURNAL writes from Brandon, Man., calling attention to the spelling of the word "skillful" in our list of frequently misspelled words, and insisting that the correct way to spell the word is "skiful." This is one of those words that can be spelled correctly either of two ways, and each has its supporters. We are pleased to note the interest taken in this list of words and believe a careful study of them can profitably be made by many of the younger readers.

**PENMANSHIP CONTESTS DECIDED BY THE EDITOR OF THE JOURNAL**

O. J. Hanson, of Aaker's Business College, Grand Forks, N. D., in order to stimulate interest in the penmanship work, offered prizes to the pupils in his penmanship classes making the greatest progress. These prizes were awarded as follows:

Ornamental Writing—Edwin Sørensen, Fred Hansen, Albert G. Tverberg.

Business Writing—John Mørstog, Albert G. Tverberg, Lars Stalsbraten.

Other pupils made notable progress and demonstrated the high quality of instruction received under Mr. Hanson.

Another contest was that inaugurated by G. H. Wilcox, of the Connecticut Business College, Hartford, Conn. Such excellent progress in business writing was made by all that a choice was difficult, but recognition was given in the order named: E. M. Hale, E. H. Beers, L. H. Prate.

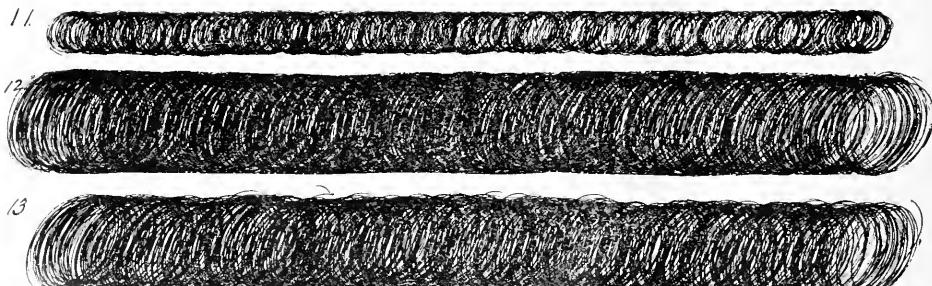
At Orr's Business College, Chicago, a monthly prize is awarded to the pupil doing the best work, and the pupils certainly deserve high commendation for the quality of their work, as does A. H. White, the penman, for the inspiration he furnishes to them. The latest prize winners were Charles Kempter, Frank J. Zapotocky and F. Mudra, being respectively first, second and third.



SUPERSCRIPTION BY J. D. TODD, SALT LAKE CITY, UTAH.

# Students Own Page

- 1 Common common common.
- 2 Employ mind and muscle.
- 3 A fair specimen of my writing.
- 4 Faithfully fulfill all promises.
- 5 I have tried hard to improve.
- 6 ABCCD EFGHIL
- 7 Gain in your work each day.
- 8 Good penmanship commands attention
- 9 penman penman penman penman
- 10 Gold D L Hinman on his ten-day note.



The above specimens were written by the following students: 1. Clarence Ahn, student of Theo. Anderson, Minnesota College, Minneapolis, Minn. 2. Alfred Storey, student of Oscar Main, Canada Business College, Hamilton, Ont. 3. Otto E. Krueger, student of A. F. Tull, the Business Institute, Detroit, Mich. 4. Catherine M. O'Neill, student of E. J. Ryan, Eastern District High School, Brooklyn, N. Y. 5. E. S. Hill, Galion, Pa. 6. Omer R. Mathis, student of C. J. Potter, Elliott Business College, Burlington, Iowa. 7. C. H. Lightner, student of G. E. Spalding, Spalding's Commercial

College, Kansas City, Mo. 8. Oscar M. Oleson, student of J. J. Hagen, American Business College, Minneapolis, Minn. 9. Mary A. Mertz, student of J. N. Fulton, International Business College, Ft. Wayne, Ind. 10. Theo. Levey, student of J. Kugler, Jr., Newark, N. J. Business College. 11. Roy Luchenbill, student of C. E. Perry, Emmanuel Missionary College, Berrien Springs, Mich. 12. Ellen C. Dugan, student of E. F. Whitmore, Strayer's Business College, Washington, D. C. 13. James Percy, student of F. B. Adams, Heald's College, Reno, Nev.

# News of the Profession

## RECENT JOURNAL VISITORS

M. C. Fisher, Winter Hill Business College, Somerville, Mass.

W. E. Dennis, engrosser, Brooklyn, N. Y.

M. M. Van Ness, Hoboken, N. J., High School.

C. H. Larsh, Miner's Business Academy, Brooklyn, N. Y.

E. J. Ryan, E. D. High School, Brooklyn, N. Y.

J. F. Flower, Miller School, New York.

C. W. Clark, Livonia, N. Y.

I. S. Preston, Stapleton, S. I.

Howard Keeler, Commercial High School, Brooklyn, N. Y.

C. E. Towne, Boston, Mass.

S. E. Leslie, Eastman College, Poughkeepsie, N. Y.

C. G. Prince, Supervisor of Writing, Bridgeport, Conn.

T. J. Risinger, School of Commerce, Utica, N. Y.

W. C. Ramsdell, Ramsdell School, Middletown, N. Y.

J. P. King, Euclid School, Brooklyn, N. Y.

W. L. Cochran, Wood's School, New York.

Edgar McMickle, Elizabeth, N. J., Commercial College.

A. C. Doering, Wood's School, New York.

Herbert W. Hammond, Barnard College, New York.

## MOVEMENTS OF THE TEACHERS

Frank Ujka, a recent graduate of the State School of Science, Wahpeton, N. D., is now assistant in the commercial department of that institution.

The commercial department of the Joplin (Mo.) Business College is now presided over by L. M. Denning, a graduate of the Waterloo (Iowa) Business College.

J. W. Donnell, recently of Kansas City, Mo., has joined the teaching staff of Orr's Business College, Chicago, as a commercial teacher.

H. W. Strickland, the well-known penman, who has recently been connected with the Norwich (Conn.) Business College, has accepted an appointment with the Massachusetts Mutual Life Insurance Company, at Springfield, Mass., as engraver and clerk.

The Johnstown (N. Y.) High School has just engaged Samuel Todd, of Lyons, N. Y., as commercial teacher for the coming year.

W. J. Sherman, a graduate of Ferris Institute, Big Rapids, Mich., is now commercial teacher in the Clinton (Iowa) Business College.

J. O. McDowell, of Ottawa, Ohio, has accepted a position with the Marion (Ohio) Business College.

R. H. Bond, formerly of Macon, Ga., is now located at Milledgeville, Ga., with the Georgia Military Academy.

Mr. Loring, formerly in charge of the commercial work at the Hyde Park (Mass.) High School, is now head of the commercial department of the Waterbury (Conn.) High School, following Miss Etta M. Hagar, who goes to one of the high schools of New York City.

G. W. Jones, who has been commercial instructor in the West Side High School, Des Moines, and supervising principal of the commercial work in the other high schools of that

city this year during a year's leave of absence granted to the former head of the commercial work, has just been chosen principal of the commercial department of the Model High School of the University of North Dakota at Grand Forks. Clay D. Slinker will return to his old position in the Des Moines high schools in September.

## NEW SCHOOLS AND CHANGES

John T. Yates, associate proprietor of the Newark (Ohio) School of Business, has purchased his partner's interest and will conduct the school hereafter himself.

T. V. Chandler, manager of the Erie (Pa.) Business College, has sold his interest to A. M. Cassell, who has been principal of this school for some time. Mr. Chandler has engaged with H. Watters, of Cincinnati, Ohio, as a solicitor.

R. F. Kennedy has purchased the entire interest in the Union College, Eau Claire, Wis., which was held by H. G. Martin. Mr. Kennedy was formerly secretary and treasurer of this school, and is now president and manager.

## REMINGTON BANQUET

Full justice was done by the Ilion Citizen to the prosperity banquet held in that city on the evening of April 7, commemorating the largest three months in the history of the Remington Typewriter Company. This is interesting, not merely in connection with the Remington Company, but because typewriter sales are to a large extent a barometer of the business conditions of the country, and this evidence of rapidly returning prosperity will be joyfully hailed by all business men.

This banquet was made the occasion to thank the forty or more foremen, in whose honor the feast was spread, and through them the thousands of workmen, for their faithful service to the company. Officers of the company went from New York to address the assembled guests and participate in the celebration.

No small part of the prosperity recently enjoyed by the Remington people is due to the immediate and remarkable success of the new models, and the factory is taxed to the limit of its capacity in turning the various styles of machine out with sufficient rapidity to meet the demand.

A well-merited tribute was paid to him when he was elected president of Sadler's Bryant & Stratton Business College at Baltimore, to succeed his father, the late Warren A. Sadler. Mr. Sadler has been connected with the school for twenty-two years. During the past fourteen years he has been secretary, and has had almost absolute charge of the school owing to the other interests of his father. Plans are now being considered for extending the scope of the school by adding a post-graduate course in higher accounting. It is interesting to note that R. M. Browning has now been connected with the school for sixteen years, and W. R. Will, who has charge of the classes in mathematics, for twenty-eight years.

A notable school merger was effected a short time ago when five of the best known business schools of St. Louis were consolidated, with headquarters at Eighth and Pine streets. The old schools which passed out of existence when the New St. Louis Business College, with 1,000 pupils, came into existence were: Perkins & Herpel's Business College, Washington Business College, St. Louis Business College, Southwestern Business College and the Columbia Commercial College. The officers of the corporation are: E. H. Fritch, president; G. A. Hanke, first vice-president; H. D. Goshert, second vice-president; H. C. Perkins, secretary, and S. Drury, treasurer. New pupils are being enrolled daily, and every one should be the gainer by the new arrangement.

Raymond G. Laird, who is teaching in the Boston High School of Commerce, sends a copy of a recent issue of the Boston Traveler, with a strong editorial denouncing what it believes to be a scheme to retard the "erection of the building of the High School of Commerce," which seems to have gotten into the hands of politicians, with the usual results. All over the country there is general recognition of the necessity for keeping the public schools out of politics, and any city which permits its schools to be dominated by men whose sole interest in them is to make them sources of patronage will suffer for it in an impaired efficiency of those institutions.

"Having examined the News Edition of THE JOURNAL for the month of April I find it the 'best yet,'" says A. R. Furnish in a letter accompanying remittances covering certificates for pupils who have made excellent progress in the lessons in writing now appearing in this magazine. We hope so, and that future issues will be better than those of the past.

Mr. and Mrs. E. A. Zartman, of Omaha, announce the birth of Miss Pauline, on March 3. Congratulations are due to the young lady on her excellent taste in the selection of parents.

On the 5th of April Clyde H. Marshall, well known in court reporting circles, and son of Carl C. Marshall, of the Goodyear-Marshall firm, at Cedar Rapids, was married to Louise Patricia Meagher, of Chicago. All who know Mr. Marshall can safely predict a happy married life and will hope for a long one.

A recent issue of the St. Louis Times contains an excellent picture of H. B. Lehman, instructor in penmanship at the Central High School, with some specimens of his work. Mr. Lehman has had the most gratifying success in his work in the St. Louis schools, and the business men of the city are much pleased with the penmanship of the pupils going from his classes to their offices.

At a typewriting contest held at Miner's Business Academy, Brooklyn, on April 3, to compete for gold, silver and bronze medals, offered by the school, Harold Miner, only son of F. L. Miner, the proprietor of the institution, won the gold medal, his gross speed being 54 words a minute and net 45. Several pupils showed a very low proportion of errors, indicating the high quality of work being done by the pupils of the Miner school.

P. W. Holley, of Waterbury, Conn., who, at sixty-five, writes a hand which places him in the front rank of penmen, says his success is due more to the PENMAN'S ART JOURNAL than to any other one thing. It is most gratifying to this magazine to be able to take any credit for Mr. Holley's accomplishments.

The Wilmington, Del., Business School is now an incorporated institution, with a capital stock of \$100,000. The incorporators are: William H. Beacon, Florence M. Beacon and George Frank Nason. While this incorporation places

the institution on a sounder business basis, there is no need for any improvement in the educational methods of the school, which are now of the highest.

Students and friends of the Packard Commercial School, New York City, enjoyed a rich treat on the evening of April 16, when Rev. S. Parkes Cadman addressed them on the topic, "The Influence of the Puritan on America." These talks are features of the Packard school work.

On April 2 and 3 the Commercial Conference of the Michigan Schoolmasters' Club was held, as the invitation sent out by Miss Gertrude Hunnicut says, "under the shadow of our university, the mother of State universities, Ann Arbor." The meeting was a most interesting and instructive one.

The Royal Typewriter Company, of New York, has moved into its own building at 364 Broadway, and now has a most convenient and commodious home. So great is the volume of business now being done that it is only with the utmost difficulty that they can keep up with their orders.

#### STATEMENT OF RECEIPTS AND EXPENDITURES OF THE PROGRAMME COMMITTEE, E. C. T. A.

Received for advertising (20 pages at \$20)..... \$400.00  
 Total expenses, including all costs of the convention, stationery, printing, multigraph letters, express, music, decorations, complimentary banquet tickets, menus, janitors, towels, lunch tickets, etc..... 339.29

Leaving a balance of \$60.71, of which \$24 was turned into the E. C. T. A. treasury and \$36.71 retained for the paying of any unforeseen bills. It is likely that a large part of this \$36.71 will be turned into the E. C. T. A. treasury soon.

It was the desire of the Rhode Island Commercial Teachers' Club to give the convention to the E. C. T. A. free of all cost. This has been done, and, in addition, a good handful of the "long green" has found its way into the money pocket of the E. C. T. A.. Too much credit cannot be given to the Goodyear-Marshall Publishing Company for its very hearty co-operation in getting out the programme. They printed 2,000 programmes, furnished paper and covers, and did all the work of mailing in return for advertising privileges.

FREDERICK H. READ,  
 English High School, Providence.

#### SUMMARY OF TREASURER'S REPORT.

April 18, 1909, balance.....	\$171.54
Receipts during year.....	\$173.00
Receipts during convention.....	163.00 336.00
<hr/>	
Disbursements during year (account unpaid bills of 1908 convention).....	\$164.46
Disbursements during convention.....	150.30 \$314.76
<hr/>	
Balance April 10, 1909.....	\$192.78
This convention compared with preceding years in membership:	
First convention, 1897, Nov.....	46 paid up members
Second convention, 1898, Apr.....	53 paid up members
1905, 196 conv. 45 during year.....	241
1906, 170 conv. 48 during year.....	218
1907, 232 conv. 44 during year.....	276
1908, 255 conv. 52 during year.....	307
1909, 283 conv.	
Unpaid membership (should receive about one-half)....	137
Total list.....	422

# The RANSOMERIAN

## SOMETHING ENTIRELY NEW IN PENHOLDERS!

*The holder that makes writing a pleasure*

C. W. RANSOM and W. L. GORDON, Patentees



Pat. Nov. 17, '08.

Fits the fingers, does not cramp the hand. Used exclusively by C. W. Ransom, President of the Ransomerian School of Penmanship, in his expert writing. Used and endorsed by the leading professional penmen. Read what a few of them say:

"It is a beauty."—FLICKINGER. "Nothing just as good."—WEATHERLY. "Hope you sell a bunch of them."—STACY. "The best penholder ever put on the market."—BEDINGER. A score of others likewise have tried the holder and will use no other.

This beautiful holder is made of solid hard rubber, and will last a lifetime. Order to-day and do not deprive yourself of the pleasure of using this wonderful invention. Price each, postpaid, 50 cents. Special prices to schools and colleges. Address

**Ransom & Gordon Penholder Co.**  
Reliance Building, KANSAS CITY, MO.

## New York Institute of Business Writing

Room 1102, World Building, NEW YORK

Complete Course in Business Writing, time unlimited, only \$10. Personal and private instruction under America's Finest Business Penman. Day and evening. Lessons in German Text, Old English and Roundhand Script.



It is necessary for penmen doing ornamental writing to have a holder adapted to that special purpose. The above holder is hand-turned and adjusted, made of selected rosewood or ebony, and cannot be made by an automatic lathe. LOOK FOR THE BRAND. If your dealer cannot supply you, send to the designer and manufacturer.

12-Inch - Fancy, \$1; Plain, 50c. 8-Inch - Fancy, 50c.; Plain, 25c.

**A. MAGNUSSON, : 208 North 5th Street, Quincy, Ill.**

## LINCOLN'S BIRTHDAY IS PAST, BUT—

Every patriotic American should have a copy of that gem of American literature—Lincoln's Gettysburg Oration. The Journal has secured some reproductions of one of the best pieces of W. E. Dennis's engrossing, and can offer the Gettysburg Oration, brilliantly illuminated in gold and colors, carefully mailed in strong pasteboard tube, for fifteen two-cent stamps. The size is 11x18 inches and the technique and execution perfect. Send thirty cents at once and receive five dollars' worth of artistic and patriotic inspiration.

PENMAN'S ART JOURNAL, 229 Broadway, New York.



I have been teaching the art for twenty five years, and have instructed more students in this manner than any penman living.

THE DAKIN METHOD produces results where others fail, and never fails to produce satisfactory results.

I execute large specimens of flourishing and make specimens for business Colleges advertising.

If you are a Business College teacher or a student of penmanship you need my help, and you must see my large penmanship journal, which contains something not seen in the circulars of other penmen.

It will be sent free. Address  
A. W. DAKIN, SYRACUSE, N. Y.

The most popular pens are  
**ESTERBROOK'S**

MADE IN ALL STYLES



Fine Points, A1, 128, 333

Business, 048, 14, 130

Broad Points, 312, 313, 314

Turned-up Points, 477,  
531, 1876

Esterbrook Steel Pen Mfg. Co.,  
Works: Camden, N. J. 95 John St., N. Y.



DON'T SCRATCH.  
12 STYLES OF PENS FOR  
ARTISTIC WRITING SENT ON  
RECEIPT OF 10 CENTS  
C. HOWARD HUNT PEN CO., CAMDEN, N.J.

## To Schools and Colleges—

I have a number of first-class penmen, who are experienced commercial teachers, who are open for engagement now.

If you are in need of a penman or commercial teacher, write me at once.

Address C. W. Ransom, President of Ransomerian School of Penmanship, 216 Reliance Building, Kansas City, Mo.

FOR SALE—A nicely equipped school in a town of 6,000; county seat of rich farming community in Middle West; good opportunity for two young, hustling teachers without much money, who want to get into business for themselves; price right. Address County Seat, care of P. A. Journal.

# Summer School for Commercial Teachers

**Teachers are planning now for better things for next year.** A summer school term presenting a complete and compact schedule of the pedagogy of the commercial subjects, at the Rochester Business Institute, will immediately and materially improve the conditions for every teacher who takes the course. **Term opens July 6 and closes August 13.**

The regular staff of instructors includes: Dr. J. F. Forbes, the first specialist to adapt Psychology and Pedagogy to the commercial subjects; Mills, the peerless penman and writing teacher; Nichols, expert in high school and business school Bookkeeping, Commercial Law, and Commercial Geography; Williams, in Practical English; Cook, in Rapid Calculations; Shannon and Ball, in Shorthand and Typewriting, and others.

Ferris of Big Rapids, Mich.; Fuller, of Wilmington, Del., and Wiers, of Buffalo, are among the specialists from outside.

Numerous inquiries for information indicate a large attendance. The 1909 bulletin gives all particulars.

## ROCHESTER BUSINESS INSTITUTE, Rochester, N.Y.

## Penmanship Certificates

TO BE AWARDED STUDENTS MAKING APPARENT PROGRESS IN PENMANSHIP

Only \$5.00 per hundred Sample sent free upon request

Design and price both attractive

### AMES & ROLLINSON COMPANY

WALTER E. DUNN  
The Diploma Man.

203 Broadway, New York

## THE KINSLEY-DE FELICE STUDIO 261 BROADWAY NEW YORK CITY

### Artistic Diplomas and Certificates

Suitable for Business Colleges, Public and Private Schools

### DIPLOMA FILLING OUR SPECIALTY

Resolutions and Testimonials Engrossed in Unique Style



I won the World's First Prize in Penmanship. By my new system I can make an expert penman of you by mail. I also teach Book-keeping and Shorthand. And I can make students into important business colleges. If you wish to become a good penman, write me. I will send you FREE one of my favorite Pens and a copy of the Ransomian Journal.

C. W. RANSOM, 249 RELIANCE BLDG., KANSAS CITY, MO.



New Home of the Ransomian School



I CAN MAKE A GOOD PENMAN OF YOU AT YOUR HOME DURING SPARE TIME. Write for my free book "How to Become a Good Penman." It contains beautiful specimens of penmanship and tells how other became good penmen by the TAMBLYN SYSTEM. Your name will be elegantly written on card if you enclose stamp. F. W. Tamblyn, 404 Meyer Bldg., Kansas City, Mo.



One of the leading schools of Penmanship and Drawing in the U. S. Under the personal supervision of L. M. Ketcher.  
For information, Address Prof. G. H. Langwell, Highland Park College, Des Moines, Ia.

## FOR THE Stenographic Department

Paterson Phonography	...\$1.25
Numerical Shorthand	.... .15
Style Manual for Stenographers	..... 1.00
Typewriting by the Piano Method	..... .50

Prices named are for examination copies only. Orders must be on college letter-head.

This series has never been equaled and is worthy of your consideration.

H. GRAHAM PATERSON,  
Author and Publisher,  
280 La Salle St., Chicago.

## SPENCERIAN STEEL PENS



SPENCERIAN  
FORTY FALCON

FORTY FALCON, SILVER PLATED  
This new pen is specially made for general correspondence. Heavily plated with silver to prevent corrosion, easily kept clean, writes perfectly smooth.

Four different patterns of our silver plated pens sent as samples on receipt of 2c stamp for return postage.

SPENCERIAN PEN CO.  
349 Broadway, New York

If  
you  
don't  
know  
about  
the  
free  
teachers'  
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C R E G G  
Shorthand  
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lose!

**CENTRAL COMMERCIAL TEACHERS' ASSOCIATION**

THE CENTRAL COMMERCIAL TEACHERS' ASSOCIATION PLANS  
FOR A BIG TIME AT DES MOINES, JUNE 3, 4 AND 5.

One of the largest and most enthusiastic meetings of the year will be that of the Central Commercial Teachers' Association to be held in Des Moines, Iowa, June 3, 4 and 5. A strong programme, which appears elsewhere, has been prepared and princely entertainment has been provided for the members. The Western School Managers' Association will also meet in Des Moines at the same time and will join the C. C. T. A. in a number of programmes.

It is anticipated that there will be a particularly hard fight for the brown trophy this year. A large number of schools have signified their intentions of having contestants on the ground.

One of the innovations will be a model school. A number of teachers of recognized ability will present model lessons, using the members of the association as students. These lessons will be conducted exactly as the teacher would conduct the same lesson in his own classroom. Friday forenoon will be given over to this work, while Friday afternoon will be devoted to criticisms and discussions. For each lesson critics have been appointed—masters in their particular lines. These critics will make a detailed report at the proper time in the afternoon, following which there will be opportunity for general discussion. The plan is practical and promises to create more interest than anything that has ever been offered in a similar convention. It has many features of excellence that will at once commend themselves both to the novice and to the experienced teacher. From the time the bell rings for Miss Van San's lesson in typewriting, at 9 o'clock in the morning, until A. N. Palmer, of New York City, dismisses his class in penmanship, there will not be a dull moment.

Not the least enjoyable of the events will be the musical programmes furnished by the Highland Park College of Music, Drake Conservatory and the Des Moines College of Music. The very best artists in these institutions will participate.

The banquet at the Savery Hotel will be a thing of joy and will long linger in the memory of those present. Who could hear Carl Marshall speak on "Words," or W. A. Warriner discuss "Round People in Square Holes," or listen to Palmer's "Forecasts" without thrills of happiness—yea, surges of unutterable joy. Another excellent thing about the banquet is that it is free to the associations. The enterprising advertisers have put their heads together and arranged to feed the hungry teachers without money and without price—to the teachers.

Des Moines has the largest modern cavalry post in the United States. The Des Moines Commercial Club will escort the members of the Association to this most interesting fort. The Commercial Club will also entertain the Association at a theatre party on Friday evening following the banquet. If there is anything else to be done to make the meeting a success, the local committee will try to discover it.

The address by Hon. Lafe Young, of Des Moines, on "The Trend of Business" will be a gem. Mr. Young is the man who had the honor of placing in nomination for the Vice-Presidency at Philadelphia the famous hunter, Theodore Roosevelt.

Des Moines is a beautiful city at all times, and particularly so in the Summer. It is well wooded, handsomely platted, and is full of generous, whole-souled people who will be ready to strew roses in the pathway of the stranger.

**Program, Central Commercial Teachers' Association**

DES MOINES, IOWA, JUNE 3, 4, 5.

THURSDAY EVENING, JUNE 3—Y. M. C. A. AUDITORIUM.

Reception.

Registration.

Musical programme furnished by Highland Park College of Music.

FRIDAY MORNING, 9 O'CLOCK.

Address of welcome, O. E. French, Des Moines, Iowa.

Response, C. W. Ransom, Kansas City, Mo.

Music furnished by the Drake Conservatory of Music.

THE MODEL SCHOOL, 10 TO 12 O'CLOCK.

"Morning Exercise." A five minute talk by I. H. Carothers, Des Moines, Ia.

Instruction to teachers, President Peck.

BUSINESS SECTION, 10 TO 10:30 O'CLOCK.

A Model Lesson in Commercial Law, J. O. Weaver, St. Paul, Minn.

Critics, J. A. Lyons, Chicago, Ill.; Geo. W. Jones, Des Moines, Ia.

10:30 TO 11:00 O'CLOCK.

A Model Lesson in Arithmetic, G. E. King, Cedar Rapids, Ia.

Critics, W. A. Warriner, Des Moines, Ia.; W. R. Stouffer, Des Moines, Ia.

11:00 TO 11:30 O'CLOCK.

A Model Lesson in Bookkeeping, W. S. Gilbert, Marshalltown, Ia.

Critics, C. Bayless, Dubuque, Ia.; S. H. Goodyear, Cedar Rapids, Ia.

11:30 TO 12:00 O'CLOCK.

A Model Lesson in Penmanship, A. N. Palmer, New York City.

Critics, G. W. Brown, Peoria, Ill.; L. M. Kelchner, Des Moines, Ia.

SHORTHAND SECTION, 10:00 TO 10:30 O'CLOCK.

A Model Lesson in Typewriting, Elizabeth Van Sant, Omaha, Neb.

Critics, H. L. Lady, Des Moines, Ia.; Jessie Davidson, Kansas City, Mo.

10:30 TO 11:00 O'CLOCK.

A Model Lesson in Dictation, Mary Horner, Waterloo, Ia.

Critics, J. A. Gunsolley, Lamoni, Ia.; Carrie A. Clarke, Des Moines, Ia.

11:00 TO 11:30 O'CLOCK.

A Model Lesson in English, C. T. Smith, Kansas City, Mo.

Critics, W. M. Watson, Lincoln, Neb.; G. A. Rohrbough, Omaha, Neb.

11:30 TO 12:00 O'CLOCK.

Free for all. General subject, "What I Want to Know."

Under this head all may tell their troubles and ask for help.

FRIDAY AFTERNOON.

From 1:30 until 4:00 o'clock the sections will hear the reports of critics and the discussions of both of the reports and of the lessons, except that the Shorthand Section will adjourn in time to hold the Preliminary Typewriting Contest before 4:00 P. M.

GENERAL SESSION, 4:00 TO 5:00 O'CLOCK.

President's address and discussion. Business session.

5:15 TO 8:00 O'CLOCK.

Complimentary banquet at Chamberlain Hotel.

8:15 TO 11:00 O'CLOCK.

Theatre party, Ingersoll Park. Courtesy Des Moines Commercial Club.



# RESULTS NOT HOT AIR

## ARISTOS

(The Best)

### Or JANE'S SHADELESS SHORTHAND

Produces Results which bring Good Money.

A. Janes, author of Aristos, was a Parliamentary Reporter nearly 50 years, and produced Aristos after nearly 40 years spent in the practice of the Art. The famous Harmsworth Encyclopedia, the highest authority in the world, gives it the first place as to Practicality, Legibility, Simplicity and Brevity over all other standard systems.

Don't be a Fossil or a Mr. Back or so prejudiced in favor of some old system that you will not beat yourself enough to examine into something that will benefit you. Adopt Aristos and turn out students who can **Write Rapidly** and **Read Their Notes** and who will **Prove a credit to you.**

WAKE UP, it will cost you nothing to examine **Aristos** or **Janes' Shadeless Shorthand.**

**TEACHERS' COURSE FREE**—I have taught six of the standard systems and examined every other system on the market worthy of the name shorthand, and I believe I know what I am talking about when I say **ARISTOS** (The Best) or **JANE'S SHADELESS SHORTHAND** is the best and most standard system in the world. Give me an opportunity to prove what I say. I will guarantee that by the money I have invested in the **MAIL COURSE** I can teach a fairly well educated person the manual of Aristos in 30 days, and when this is done he will be qualified to begin teaching the system.

Become a Certified Teacher of **Aristos** as soon as possible, for, as sure as "Fate," it is the coming standard system of the world. **WRITE NOW.** Address

**EDWARD TOBY, F. A. A.-C. P. A.**

156 Fifth Ave., Room 407, New York, or Drawer Y, Waco, Texas.

### Program, Western School Managers' Association

DES MOINES, IA., JUNE 3, 1909

THURSDAY EVENING, 7:00 O'CLOCK.

Registration of members.

Report of Committee on School Co-operation.

Characteristics of Fake Schools, discussed by T. W. Roach.

State Supervision, to be discussed by L. H. Hausam.

School Co-operation, to be discussed by W. G. Lenderson.

General discussion, opened by P. A. Whitacre, Cedar Rapids, Ia.

FRIDAY MORNING, 8:30 O'CLOCK.

Tuition Charges, C. T. Smith, Kansas City, Mo.; P. W. Errebo, Pittsburgh, Kans. Election of officers.

SATURDAY AFTERNOON, 1:30 O'CLOCK.

Advertising:

The Newspaper, H. B. Boyles.

The Circular, C. D. McGregor.

The Catalogue, G. E. King.

General discussion.

BANQUET, SAVERY HOTEL, FRIDAY EVENING.

"To-day," G. L. Moody, Hutchinson, Kan.

"The Value of the Schoolmistress to the Community and Otherwise," Mary Horner, Waterloo, Ia.

"Round People in Square Holes," W. A. Warriner, Des Moines, Ia.

"School Days," G. W. Brown, Peoria, Ill.

"Words," Carl Marshall, Cedar Rapids, Ia.

"To-morrow," A. N. Palmer, New York City.

Theatre party.

DES MOINES COMMERCIAL CLUB.

The banquet is complimentary to the enrolled members of the C. C. T. A. and the W. S. M. A. and is furnished by the advertisers in this programme.

## GILLOTT'S PENS

Recognized the world over as  
The Standard of Perfection in Penmaking

No. 1  
Principality Pen

JOSEPH GILLOTT & SONS  
ALFRED FIELD & CO., Agents, 93 Chambers St., N. Y.

No. 604 EF  
Double Elastic Pen

JOSEPH GILLOTT & SONS  
MACHIN QUILL PEN

No. 601 EF—Magnum Quill Pen

Sold by Stationers Everywhere

JOSEPH GILLOTT & SONS  
ALFRED FIELD & CO., Agents, 93 Chambers St., N. Y.

**BEATS THE WORLD** Worthington's DIAMOND Ink  
is positively unequalled for fine writing. 6 bottles for \$1.  
Sample bottle by mail 25¢.  
B. M. WORTHINGTON, 158 Randolph St., Chicago

## The Celebrated Madarasz Stick India Ink

The only ink which gives a pitchy black line. One stick lasts a lifetime. Used universally by the talent. Cannot be purchased elsewhere.

JUMBO No. 1, extra quality.....	\$4.00
JUMBO No. 2, smaller size.....	3.00
GILT EDGE No. 1, finest.....	3.00
GILT EDGE No. 2, smaller size.....	2.00
SPECIAL, oval size .....	1.25

Send postpaid on receipt of price. Order to-day.

PENMAN'S ART JOURNAL, 229 Broadway, New York.

### STUDENTS' SPECIMENS

Under L. J. Egerton, of the Rutland Business College, the young people of Vermont have an opportunity to develop rapidly in business writing, and from the specimens received from time to time, we are convinced that those young people are not slow to grasp the opportunity.

A large assortment of most excellent specimens from O. O. Gates, of the Jamestown, N. Y., Business College, shows the rapid progress being made by the pupils there under the excellent instruction which they receive.

A small but select collection of specimens of business writing has been received from Madison, Minn., where A. K. Feroe, of the Lutheran Normal School, has charge of the work in penmanship.

Alberta College, Edmonton, Alberta, is one of the successful Canadian schools with strong classes in penmanship. D. Elston is the instructor and the work sent in by him is strictly up to grade.

Some of the best movement exercises received at THE JOURNAL office are from E. F. Whitmore, Strayer's Business College, Washington, D. C. All the work, however, is notable for its excellence.

A. M. Poole, of the Easton, Pa., School of Business, sent us a packet of work comprising all of the copies of the Mills-Healey course to date. This work is certainly a delight to look over. It ranks among the very best, and is an exact reproduction of the copies in THE JOURNAL.

### A UNIQUE CARD

A card written with the deposit of salt from Salt Lake, Utah, has been received from J. D. Todd, the Salt Lake City penman. If the lake and the city are as pretty as the card we can readily understand Mr. Todd's affection for them.

## W A N T A D S.

**Classified Advertisements will be run under the above head for 5c. a word, payable in advance. Where the advertiser uses a nom de plume, answers will be promptly forwarded.**

**WANTED**—Schools in need of competent instructors to advertise in the "Want Ad" columns of The Journal; also teachers desirous of making a change, to know that the "Journal Want Advertisements Bring Results." Whether you are a proprietor in search of an assistant or a teacher looking for a position, bear in mind that The Journal goes to all the people you wish to reach. Five cents a word.

**TEACHERS SUPPLIED**—When you require a teacher of the Commercial branches or Gregg Shorthand, write The Wills Business College (S. T. Wills, principal), Ottawa, Canada, and we can probably supply the right person. We conduct a thorough course for the training of public school teachers as teachers of the Business branches and shorthand. State salary.

**WANTED**—To buy a school in a city of not less than 18,000. If you have a bargain for sale, address A. F. B., care P. A. Journal.

**WANTED**—Position by first-class engraver and teacher of penmanship who is also strong in other commercial subjects; at present associated with one of the best schools of the East. Would invest in good school. Address "Loyal," care P. A. Journal.

**IF YOU WANT** a position to teach or employ a special teacher or supervisor of any commercial subject, drawing, domestic science, music, manual training, penmanship, physical training, primary methods, reading or shorthand, write to Parsons' Agency, Keokuk, Iowa.

**WANTED**—Manager for good business college in Wisconsin; must invest from \$500 to \$1,000. Address "Good Opportunity," care P. A. Journal.

**WANTED**—Solicitor for only school in hustling manufacturing city—25,000—surrounded by best of farming country; school has A1 reputation; preference given to a man who is willing to demonstrate his ability on a com. basis. Address "J. E. S.," care of P. A. Journal.

**A WELL-ESTABLISHED** business college for sale in growing city on Pacific Coast; 30,000 population to draw from; personal reasons for selling. Address G. H., care P. A. Journal.

**OWNER** of a well-established business college would sell an interest to a commercial teacher. Address "South West," care of P. A. Journal.

**FOR SALE**—Half or whole interest in a long-established business college. Income last year more than \$10,000. Have other good business and cannot give school the attention it deserves. If you have ability, write and state how much money you can invest. Will sell on liberal terms. Address "Reliable," care P. A. Journal.

**FOR SALE**—In a growing city of one hundred and thirty thousand inhabitants, a thoroughly advertised and finely equipped up-to-date, good paying business school; owner engaged in other business pursuits. Address E. B., care of P. A. Journal.

**FOR SALE**—The best business college in Western Pennsylvania; will pay for itself in two years; attendance constantly increasing; there are more attractive features about this proposition than we can possibly tell you in this ad; investigate this now, to-day. Address "Your Opportunity," care of P. A. Journal.

## MIDLAND TEACHERS' AGENCY

**Offices:** Warrensburg, Mo.; Richmond, Ky.; Pendleton, Oregon

Solicits correspondence with competent Commercial Teachers whose records will stand the closest investigation. No enrollment fees.

Schools will find it to their advantage to write us when they desire teachers whose records need no further investigation.

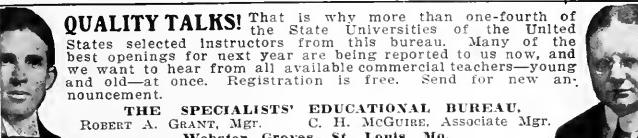
## THE BREWER TEACHERS' AGENCY 1302 AUDITORIUM BUILDING, CHICAGO

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## FIRST-CLASS TEACHERS WANTED

At this writing (April 2) we have more than 200 vacancies for teachers. Fifty of these places pay from \$1000 per year up. Free registration if you mention this JOURNAL.

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**THE SPECIALISTS' EDUCATIONAL BUREAU,**  
ROBERT A. GRANT, Mgr. C. H. MC GUIRE, Associate Mgr.  
Webster Groves, St. Louis, Mo.

## Have You Engaged That Teacher Yet, Mr. Principal?

Many of the best teachers on our list are now signing contracts for the new school year. If there is to be any change in your school, you will want to know it before the new catalogue is printed. Write us your needs and let us recommend a competent man or woman to you. We desire also to have the names of first class teachers. We are selling some schools, too. Are you interested in buying or selling? UNION TEACHERS' BUREAU, 229 BROADWAY, NEW YORK

**NOTICE**—KELLOGG'S TEACHERS' AGENCY, 31 Union Square, New York (20th year, same manager), is having a steady demand for commercial teachers. This Agency has filled a large number of fine commercial positions. Wanted, for a large institution in Middle States, head of the commercial department, \$1,800; good penman, teach bookkeeping. Don't put off your registering here until it is too late. Send now. No charge for registration to commercial teachers. Form for stamp. Write to-day.

## OUR MAN LANDED

G. W. Jones, this year in charge of the commercial work of the Des Moines High Schools, has just been chosen as head of the commercial department of the Model High School of the University of North Dakota, at Grand Forks. He receives a generous salary. There are 85 vacancies listed on our books this morning, April 2, and more coming every day. We have a splendid list of available teachers this season, both men and women. "No position, no pay," is our motto. Printed matter free.

**The National Commercial Teachers' Agency**

A Specialty by a Specialist.

E. E. GAYLORD, Manager 11 Baker Avenue, Beverly, Mass.

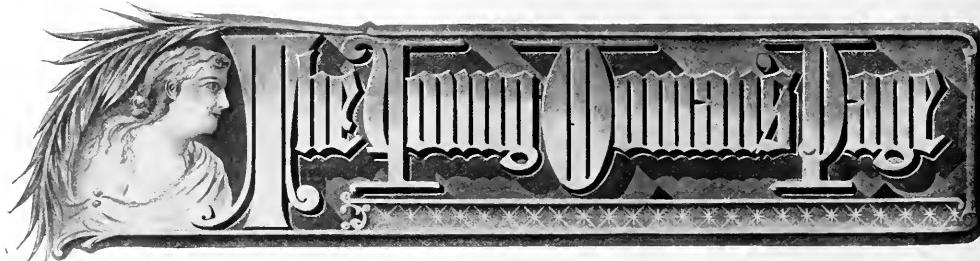
HALF or controlling interest in a well-established business college in a rapidly growing city of 37,000 population, with a good surrounding country to draw from on the Pacific Coast. Address C. G., care of P. A. Journal.

LADY desires position principal Penn Pitman stenographic department; ten years' experience; unquestionable references. "Excelsior," care of P. A. Journal.

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HIGHER EDUCATION for accountancy, banking, insurance, real estate and business management, or teaching commercial subjects.

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BY A. W. HOLMES, OF THE BAIRD-NORTH CO., PROVIDENCE, R. I.  
PAPER READ AT THE APRIL MEETING OF THE E. C. T. A.

#### WHAT DOES A BUSINESS MAN EXPECT OF A STENOGRAPHER?

Usually many things he doesn't get.

In five years I have hired and fired approximately two hundred stenographers—near-stenographers, and just the plain, mercerized imitations.

Out of the lot we have found just five real stenographers. We haven't lost one of the five. Four are still working with us, and the president of our company married the other.

The percentage of real live wires is so small that their value is equal to that of Government bonds.

To begin at the beginning.

I need a stenographer. I advertise for one or telephone to a school or to a typewriter agency.

Several applicants call for inspection.

Not one in ten knows how to apply for a position. It is almost as important to teach your students how to apply for a position as it is to prepare them for one.

Last Fall a girl twenty-four years old applied for a position with us. I asked her if she was a high school girl, and she said "Yes." I said, "Did you graduate?" Said she, "Naw, I was taken sick and had ter cut it out."

My catechism is about as follows:

Name. Age. Experience.

Are you a high school graduate? Where did you learn stenography? What system of shorthand? What speed? What machine? What speed? Are you a *touch* operator? If the answer to the last question is "no," it's all off.

It's a *crime* not to teach touch typewriting.

Finally, I select a girl whose dresses are a little more than knee deep, whose hair is not in a braid down her back, who operates by touch, and whose face and conversation seem to indicate human intelligence.

I will eliminate the experienced girl because she has little interest for you. As I understand my commission, you want criticisms that may suggest ways of making your product more efficient.

We have three classes of work for your girls; labels or addresses, graphophones, ordinary correspondence work from dictation.

Our label makers must be good operators of the typewriter, and they must be able to read writing that oftentimes is miserable. They must exercise considerable judgment. Above all, they must be careful. At this work a girl can save more than she can earn.

It costs six cents in postage to mail one of our catalogs. If the address is incorrect we must send six cents to forward or return the catalog, and at a cost of two cents. At eight cents for each error, it doesn't take long to lose a dollar, and the loss, if it be packages of merchandise sent wrong, is even greater.

Let me give you a few samples of the errors that we

find in addresses: Fort Worth written "Fort North," Santa Rosa written "Sawta Kosa," Alden written "Oltew," Utica written "Vieta," Bath written "Both," Milwaukee written "Wilmoukie," Unity written "Mity."

To correct this fault, I suggest that you encourage your girls to read more—solid stuff, not silly novels.

Almost without exception a girl fresh from school cannot do a day's work. It has never been required of her, and she seems to feel that it is all a joke anyway. She talks a lot, loafa<sup>s</sup> a lot, thinks she is doing us a favor, thinks she is worth a lot of money. And, moreover, the school proprietor thinks the same.

Teach your girls to be more careful, to realize the importance of their work, to be interested in it, to see that the interests of employer and employee are identical.

Teach her to cut out the gabfest and concentrate on her work. Can't you give her two or three weeks of real work, at least eight hours a day and six days a week?

The Graphophone.

The Graphophone work requires a good typewriter operator, hearing that is unimpaired and a thorough knowledge of English and punctuation. In order to punctuate well she must carefully follow the voice inflections of the dictator.

The girls object strenuously to the graphophone because through their use they lose their shorthand speed. It's mighty refreshing to hear a girl say, "I'll try it," and then get right down to business.

Through the shorthand feature you are able to lengthen your course and somehow you drill it into the dear girls' heads that they are done an injustice if they are not given dictation.

Won't you please tell your girls and boys that you are not training them to write shorthand, nor to operate a machine, but to *earn a living*. Tell them to do anything they are told to do, even if it's catching flies.

Again, you must have your school rules about letter forms, etc., etc., but just before a girl leaves you for a position, tell her it was only a joke—tell her to ask the boss *just* how he wants *his* work done. Tell her she has only one end to work for—to please the man for whom she is working.

The correspondence.

The important part of a stenographer's equipment is the shorthand, for without that she isn't a stenographer.

First, she should be taught to write shorthand accurately. If you will put more hard licks into securing accuracy and less into speed, you will be getting nearer to the desired result. Speed without accuracy is a snare and a delusion. A child's scribble is just as useful as shorthand that cannot be deciphered.

(To be continued.)

## YOU CANNOT AFFORD

to overlook the merits of our New Practical Arithmetic, because the success in the business world of the graduates of the commercial department largely depends upon their accuracy and rapidity in figures.

Our text-book produces the best possible results in the minimum of time and at a saving of much drudgery on the part of the teacher, because the fundamentals are presented in a clear and interesting manner, developing the student's thinking powers and self-dependence. The problems are all practical, *business* problems (not puzzles), and a plentiful supply of mental drill is provided. The book also contains a large number of short methods of particular value in banks and business houses, and special attention is given to subjects used in business.

We have in preparation, nearly ready for publication, a book on Rapid Calculation, with accompanying Exercises, which constitute the most unique and useful helps yet published for the teaching of short and rapid methods in figures. These give an extensive collection of practical short cuts (in pamphlet form), accompanied by a series of Speed Exercises (in tablet form). The use of these methods will enable your students to perform quickly all operations with figures that are called for in business offices. We predict that the new publications will prove exceedingly popular. Write for complete description and sample pages.

Our popular text-books on the subjects of spelling, letter writing, English, shorthand, typewriting, commercial law, and bookkeeping, and the Twentieth Century Business Practice would surely interest you. There are more practical features of value to students and stenographers in our Everybody's Dictionary (vest-pocket size) than in any other book of its kind on the market.

Illustrated Catalogue free.

We pay the freight.

**PRACTICAL TEXT BOOK COMPANY  
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## SUMMER TRAINING SCHOOL

For Teachers of Shorthand and Typewriting

*Gregg School*

(Headquarters for Gregg Shorthand and Rational Typewriting)

**Chicago, Ill.**

A practical course of training in the most approved methods of teaching Gregg Shorthand and touch typewriting as developed by Mr. John Robert Gregg.

During the summer the convention of the Gregg Shorthand Association will be held

*Write for Particulars. Address, Gregg School*

— OR —

**THE GREGG PUBLISHING COMPANY**

Chicago

New York

# Smith Premier Typewriter

**T**HE BUSINESS SCHOOL which includes **Smith Premiers** in its typewriting department secures two advantages.

*First:*—It trains operators for the machines demanded by so many leading business houses.



*Second:*—It secures the aid of The Smith Premier Typewriter Company's Efficient Employment Department in placing graduates in desirable positions.

Two factors worth consideration.

THE SMITH PREMIER TYPEWRITER CO., Inc.  
SYRACUSE, N. Y.

# FURTHER DEMONSTRATION UNNECESSARY!

## Fourth International Shorthand Speed Contest

Providence, R. I., April 10, 1909.

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# ISAAC PITMAN SHORTHAND AGAIN THE VICTOR!!

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### *A New World's Record*

Miss Nellie M. Wood wins for the third time and permanently the Eagan International Cup, with a gross speed of 280 words per minute, and a net speed of **264 words per minute**.  
Writers of all the principal systems were represented in this contest.

### Isaac Pitman Shorthand Has Demonstrated Its Superiority Over All Other Systems

by winning all the principal honors in the following International Shorthand Contests:

**First International Contest**, Baltimore, 1906. The Miner Gold Medal, the only trophy awarded, won by Sidney H. Godfrey.

**Second International Contest**, Boston, 1907. Miner Gold Medal won by Sidney H. Godfrey and the Eagan International Cup, won by Miss Nellie M. Wood.

**Third International Contest**, Philadelphia, 1908. Eagan International Cup won for the second time by Miss Nellie M. Wood.

**Fourth International Contest**, Providence, 1909. Eagan International Cup won for the third time and permanently by Miss Nellie M. Wood.

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The following scale represents the highest *official* NET speeds attained in the above contests:

<b>Gregg</b>	<b>141</b>	
<b>Benn</b>	<b>Pitman</b>	<b>116</b>
<b>Graham</b>	<b>246</b>	
<b>ISAAC</b>	<b>PITMAN</b>	<b>264</b>

Send for "Why the Isaac Pitman Shorthand is the Best," and particulars of a **Free Mail Course for Teachers**

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*Publishers of* { "Course in Isaac Pitman Shorthand," \$1.50.  
                  { "Practical Course in Touch Typewriting," 50c.



## It Does Make a Difference What System You Teach!

True, some pupils will make good writers with any system. Others will fail with any system. But the pupil who makes a real success with any other system, could make a greater success with a Pitmanic system.

### It Makes a BIG Difference What Text-Book You Use

Whether Graham or Pitman, Brief-Course Students write from the first the style of shorthand which is most legible, and use the most helpful expedients. The very things which contribute to these ends result in great interest and a saving of time. The essentials for ordinary work being given first, the first seventeen lessons are often sufficient.

The best **TYPEWRITING INSTRUCTION** involves a recognition of the greater strength and facility of some of the fingers, such training will overcome these differences, and by gradation of work leading steadily and positively from a first lesson written purely by touch, to such a relationship between the fingers and their respective keys that the writing becomes mechanical.

Writing figures by touch is more rapid and accurate, provided a really scientific method of figure-fingering has been mastered.

The end of the course, as well as its beginning, has been in view when preparing the **Barnes Typewriting Instructors**.

Paper-bound examination copy of Brief Pitman or Brief Graham **free**, or a cloth-bound copy upon receipt of 50 cents, to shorthand teachers or school proprietors. Special examination terms on any other of our books.

**THE BARNES PUB. CO.**  
ARTHUR J. ST. LOUIS

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by

**R. J. BENNETT, C. A., C. P. A.**

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Certified Public Accountant.

A COURSE of carefully graded lessons in *Theory of Accounts, Auditing, Business Law, Cost Accounting, Corporation Organization and Practical Accounting*, together with numerous sidelights and specialities pertaining to the accountancy profession. The course is thorough, authoritative and complete, and prepared with the assistance of Certified Public Accountants and lawyers. It will bear the closest inspection and any person who is anxious to advance cannot afford not to take the course.

Every commercial teacher should aim to improve himself in auditing and accounting and thereby increase his moneymaking ability 50 per cent. We can prepare you for a first-class position.

We prepare candidates for C. P. A. examination in any State.

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are more fully set forth and illustrated in the **BUDGET SYSTEMS OF BOOKKEEPING** than in any other publication intended for school use. They contain more solid material leading up to Accountancy than you can find elsewhere, and they illustrate more practical bookkeeping, just as you will find it in the real office, than you can find elsewhere.

### SOME FIGURES

## 67,815 Complete Budget Sets

went into the hands of students during the fiscal year ending April 30, 1909. This number does not include the thousands of other sets not written from budgets which we disposed of. We don't give away our business secrets, but you can add enough to require six figures to write it and still not reach the total sales of our BUDGETS.

## The Size of Our Business

is of no interest to you except to indicate the estimate placed on our books by teachers and their relative merit with other books. **¶Last year was a bad business year for schools**, but our gross sales rounded up ahead of the preceding year. **WHY? Draw your own conclusions.**

*Send Your Orders for Fall Supplies Early.*

*Every year makes it harder for us to fill all orders promptly. Help us a little.*

**SADLER-ROWE COMPANY, - Baltimore, Md.**

# 218 WORDS A MINUTE

In the E. C. T. A. Shorthand Contest at Providence,  
R. I., April 10, Mr. Fred H. Gurtler, a writer of



(The Shorthand of the English Speaking People—Guilbert Pitman.)

Made a record of 218 words a minute, **net**, for five minutes. Mr. Gurtler is 24 years of age, has had less than four years' actual experience, and has been a court reporter less than one year.

This record, by a writer of Mr. Gurtler's age and experience demonstrates anew the wonderful speed possibilities of GREGG SHORTHAND.

*Send for a free copy of the first lesson and the "Speed Booklet"*

THE GREGG PUBLISHING COMPANY  
Chicago New York

## FACTS AND FIGURES

### CHARTIER-GREGG SHORTHAND CONTEST at JERSEY CITY, N. J.

#### OFFICIAL REPORT

DRAKE SCHOOL		SPENCER SCHOOL			
PUPIL	Aug. 29 Total Words Credited	End of Contest Oct. 24 Total Words Credited	PUPIL	Aug. 29 Total Words Credited	End of Contest Oct. 24 Total Words Credited
Ada Munson...			Clara Boorman		
Edith Evans...			Mildred Payne.		
Seville Smith...	4576	5121	Gladys Taylor.		
Anna Lohse...			E. Buermeyer..		
Salome Tarr...			A. Jarvis.....		
J. W. Rush....			E. Decker.....	4330	5293

Examine the figures in above report. Note that at the end of four months, August 29th, the Gregg students were (4576-4330) 246 words ahead; then look at the close of the contest, October 24th, when Chartier students were (5293-5121) 172 words ahead. A clear gain for the Chartier students in less than two months of (246 plus 172) 418 words on the Gregg students. Think of it, 418 words, a gain for each Chartier student over the Gregg student of 692-3 words in two months, August 29th to October 24th.

"Chartier Shorthand is so simple that a child can learn it. It has equally as great advantages from the speedpoint of view as other standard systems." Eastman Business College, Poughkeepsie, N. Y.

*Free mail course to teachers.*

SPENCER PUBLISHING CO., New Orleans, La.

#### Our suggestion for your bookkeeping course

YOUR students are entitled to the best texts that skilled effort can produce—the best that *your trained judgment, for which they are paying*, can select. We suggest the following, selected from our large list, for your next year's course in bookkeeping.

##### J. A. LYONS & CO.'S ACCOUNTING SERIES

1. *Modern Accountant.*
2. *Wholesale Accounting.*
3. *Mercantile Accounting.*
4. *Modern Corporation Accounting.*

*Modern Accountant* is a beginner's text, on the so-called "theory" plan. *Wholesale Accounting* is on the "individual practice" plan. *Mercantile Accounting* is also a business practice set, just a little more advanced. *Modern Corporation Accounting* emphasizes the peculiarities of corporation accounting as such.

*Individually these are each far superior in thoroughness and pedagogical presentation of subject matter, to any other texts of the same grade. Collectively they constitute a course that has no equal. You should plan to use the full course (4 parts) next year. Write us.*

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- Modern Illustrative Banking**
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Introductory and Complete Courses
- Bookkeeping and Business Practice**
- Three Weeks in Business Practice**
- Practice System of Business Training**
- First Lessons in Bookkeeping**
- New Introductory Bookkeeping**
- New Complete Bookkeeping**
- Advanced Bookkeeping and Banking**

- Moore's New Commercial Arithmetic**
- Gano's Commercial Law**
- Test Questions in Commercial Law**
- Mills's Modern Business Penmanship**
- New Practical Grammar**
- Belding's Commercial Correspondence**
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**PRACTICAL PHONOGRAPHY**

*Now Ready*

A revision of "LESSONS IN MUNSON PHONOGRAPHY," by L. H. PACKARD.

This book combines the best characteristics of the older work, with many additional features of a pronounced kind, making it the most logical, simple and practical text-book of shorthand published. The book contains 233 pages, beautifully engraved and printed, and substantially bound in cloth. The retail price of PRACTICAL PHONOGRAPHY is \$1, postpaid.

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A sample copy of PRACTICAL PHONOGRAPHY will be sent to any teacher or school officer, for examination, for fifty cents, or both books for seventy cents.

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Any of the above books will be sent to teachers, for examination, upon very reasonable terms.  
Correspondence invited.

**S. S. PACKARD, Publisher, 101 East 23d Street, New York**

# PENMAN'S ART JOURNAL

VOL. 33

JUNE, 1909

NO. 10

## THE JUNE GRADUATE

ACH year the month of June brings to tens of thousands of young people its hopes and fears—fortunately, perhaps, more of the former than the latter, for the long-distance telescope of youth has a way of showing only the brighter colors of life, and the duller shades—of which there are so many—pass unnoticed. While there is a sense of satisfaction to the individual in meeting and overcoming obstacles as they present themselves, it is to be feared that if youth could see the future just as it is there would be far less anxiety to plunge headlong into it and leave behind those days of preparation of which a June day marks the close.

Were all the troubles of the future to pass kaleidoscopically before the graduate as he, or she, stands upon the platform, surrounded by flowers and with a sea of faces below, some of the fire would be lacking from the oration and the rounded periods would be sadly lacking in effect. But although in most cases the greatest struggles of life are yet to come, they will come one by one, and with the courage and hope of youth they can be vanquished as they arise.

No one with the best interests of the June graduate at heart would counsel less hopefulness. It is the optimism of youth which makes possible the great things that are to be accomplished in later years. Because of the sheer audacity of the dreamer, because of his lack of knowledge of human limitations, many of the dreams of those young people standing on the platform, where youth and manhood or womanhood meet, will come true. The man in middle life says this or that is impossible. Arguing from past achievement, he is justified in his position, but youth, knowing not the past, says that nothing is impossible, and proves it.

But in order to bring the future into subjection and make it the servant, rather than the master, one thing is necessary. In order to meet opportunity successfully, a thorough preparation is indispensable. Chance has always played its part in the affairs of men, but opportunity exists only for those who are prepared to grasp it. The young man or woman who can look back upon school days spent in the earnest effort to master the problems presented in the books, may look forward hopefully to mastery of the problems greater than those faced in the school room—problems which only the individual himself can solve, for there are no ready-made answers to the problems of that great teacher, experience.

Perhaps it might seem that it should be otherwise, but it has been ordained that the greatest lessons of life shall be learned at the time when there is least appreciation of the necessity for mastering them. Many a naturally bright young man has let the priceless opportunities of his school days slip by, only to find when they are gone that he is greatly, if not

hopelessly, handicapped. It is not impossible, of course, for the youth of twenty who has lacked the opportunity or the appreciation of it to start anew and make up the lost ground, but the task is one which might well appall any but the most courageous.

Young people are prone to believe that many of the lessons they learned in school are valueless to them, and that because those same problems are not duplicated in after life the time spent on them has been wasted. This, of course, is a grave mistake, for the mere book knowledge acquired while in school is incidental to the habit of mastery which the diligent youth acquires in the performance of his school-room tasks. He may never have occasion to work another problem in algebra—probably this is more likely to be the case than not—but the mental discipline received will add just that much to his capacity for mastering life's problems.

Those young people who are now starting out in life are fortunate, indeed, if they are prepared for their work. Opportunity did not pass with the last century, or the last generation, or the last decade. The world has to-day more to offer to the capable man—and certainly to the capable woman—than ever before. From the ranks of the June, 1909, graduates will step merchants and statesmen, men of letters, artists and financiers. And the foundations of success will have been laid in a vast majority of cases before the doors of the school room close behind them. Industry, patience, honor, loyalty—these are the foundation stones upon which the superstructure of life's success is reared, and if they have not been laid before maturity there is a very strong possibility that they will never be placed in position.

## CERTIFICATE MONTH

This month is Certificate as well as diploma month. For the graduates of the schools there are diplomas testifying to the completion of the courses mapped out, and for those who have been following the lessons in business writing in The Journal there will be issued during June hundreds of Certificates, giving evidence of careful and painstaking work in one of the most important branches of school training. This handsome Certificate, bearing the signatures of the conductor of the course, the Editor of The Journal and the teacher under whom the pupil has taken his course, costs but fifty cents, if the price of hard work has been paid. As we have tried to emphasize at all times, it is not the cost of the Certificate in money that makes it valuable, but its cost in earnest effort, and those who have worked hardest to bring their handwriting up to the prescribed standard will appreciate the award most. Pupils following the courses in The Journal should speak to their teachers about The Journal's Certificate.

# *The Penman's Art Journal*

PUBLISHED BY

THE NATIONAL PENMANSHIP PRESS

HORACE G. HEALEY, EDITOR  
229 BROADWAY, NEW YORK

## TWO EDITIONS.

THE JOURNAL is published monthly in two editions.

THE PENMAN'S ART JOURNAL, 32 pages, subscription price 75 cents a year, S cents a number.

THE PENMAN'S ART JOURNAL, News Edition. This is the regular edition with a special supplement devoted to News, Miscellany, and some special public-school features. Subscription price \$1.00 a year, 10 cents a number.

All advertisements appear in both editions; also all instruction features intended for the student.

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Regular Edition—75 cents a year. In Clubs of more than three, 60 cents each.  
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After having sent in enough subscriptions to entitle the club sender to the minimum rate, as specified above, additional subscriptions in any number will be accepted at the same rate throughout the school year.

On foreign subscriptions, including Canadian, and on subscriptions in Boroughs of Manhattan and Bronx, New York, 25 cents a year extra, to pay for additional cost of delivery.

## ADVERTISING RATES.

\$3.00 an inch. Special rate on "Want" ads. as explained on those pages. No general ad. taken for less than \$2.00.

## CHANGE OF ADDRESS.

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

**The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.**

**"TIS NOT IN MORTALS TO COMMAND SUCCESS, BUT WE'LL DO MORE, DESERVE IT."**

## THE JOURNAL'S PENMANSHIP CERTIFICATE

Certificates have been granted to the following students since our last issue:

Moscow, Idaho, Business College, E. O. Draper, instructor: Arthur Anderson, Josephine Kinnier, Ernest Ross, David Y. Ellis, Archie M. Haynes, Arthur H. Bjorklund.

Evansville, Ind., Public Schools, Cornelius Koch, supervisor: Luedna C. Shanks, Jessie B. Shanks, Blanche L. Rickman, Fannie E. Snow, M. E. Grady, Pearl A. Gibson.

National School of Business, Concord, N. H., C. C. Craft, instructor: Isabel A. Redmond, May W. Murdoch, Henry W. Cogswell, Hattie F. Leavitt, Leslie Patterson Hinds.

Capital Business College, Salem, Ore., Merritt Davis, instructor: Robert Thiel, John J. Doerfler, Earl Stevens, Fannie R. Dugan, O. E. Burness, Hattie Mann, Merrill S. Lampert, Audrey Hicks, Ruby L. Woodward, H. W. Kissling.

North Star College, Warren, Minn., C. E. Sjostrand, instructor: Albert Johnson, R. E. Thomas, William F. Malm, A. G. Ohm, Almer Lindberg, Knut Overlid, Anton H. Johnson, Perry Wood, Louise Jorgenson, Edward Lundgren, Edward Johnson, Ruth Abrahamson, Olga Hermanson, Olga Buro, Albert Peterson, Hildur Ryden, Mina Anderson.

Lima, Ohio, Business College, C. J. Gruenbaum, instructor: Della Davis, Mack Van Horn, Durell Oliver, R. E. Howard, J. L. McDonald, Walter Mollett, E. J. Sanner, Don Leatherman, Fae I. Weaver.

Commercial Institute, Scranton, Pa., Charles F. Zulauf, instructor: Elmer R. Jones, Frank R. Hughes.

Houghton, Mich., High School, F. C. Gibbs, instructor: Will H. Staats, Peter J. Fink.

Henager's Business College, Salt Lake City, Utah, E. A. Bock, instructor: Charles R. Fitzgerald, Ruby Ingels, Alice Simpson.

International Business College, Ft. Wayne, Ind., J. N. Fulton, instructor: Emah Cowgill, Lena Metsch, Mary A. Mertz.

Wilkinsburg, Pa., High School, J. E. Fancher, instructor: Eugene R. Anderson, Lucio Cortina.

Minev's Business Academy, Brooklyn, N. Y., C. H. Larsh, instructor: Edith Gomeringer, Gertrude Brandenburg, Josephine Leach, Nina G. Ford.

Ferris Institute, Big Rapids, Mich., J. A. Snyder, instructor: Olive Louise Smith, L. W. Hopkinson.

Gem City Business College, Quincy, Ill., J. M. Latham, instructor: Flo F. Allen, Walter F. Buelteman, Daisy B. Foster, Nellie B. McComb, C. A. West.

Acme Business College, Seattle, Wash., M. M. Murphy, instructor: William A. Kahn, Gabriella Berka.

Northwestern Business College, Chicago, Ill., A. R. Furnish, instructor: William Scar, Agnes Carroll, Edith Person, James Perkins.

Alberta College, Edmonton, Alta., D. Elston, instructor: Bessie Caudwell, Ole Benson, Lynn Wilson.

Rutland, Vt., Business College, L. J. Egelston, instructor: Ada C. McKeogh, Florence Parmenter.

Bristol County Business School, Taunton, Mass., R. A. Spellman, instructor: William R. Welch.

Euclid School, Brooklyn, N. Y., E. A. Young, instructor: Thomas Miele.

Springfield, Mo., Business College, S. C. Bedinger, instructor: Anna A. Clifford, Katherine B. Solon.

Plainview, Tex., School, R. H. Jay, instructor: John I. Robinson.

Gowling Business College, Ottawa, Ont., J. D. McFadyen, instructor: J. C. Taylor, Bael Allen, H. Hillman, Mary F. C. McDonell, W. Ernest Bales, H. Beauchamp, A. C. Farquharson, Aurele Sabourin, Wilfred Lalonde, G. C. Morrison, Richard Lamotte, Clifton W. Harris, Gordon Presley.

Eastman College, Poughkeepsie, N. Y., S. E. Leslie, instructor: John M. Humphrey.

Percy Butterfield, Hartland, Me.

Kiyoshi Ota, Seattle, Wash.

Fulton Cook, Joplin, Mo.

"THE PENMAN'S ART JOURNAL has certainly been living up to its motto, 'To Be of Use,' the past year."—H. G. Burtner, Pittsburgh, Pa.

## PINK WRAPPER

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

**CHANGE OF ADDRESS**—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.

## Made In Bridgeport

An Appreciation of

# The Locomobile Company of America From



Whereas,

The contest for the Vanderbilt Cup, the most highly prized trophy in the world for the winter of an international automobile road race, was won by George H. Robertson on the 24th day of October, 1908, by covering a distance of two hundred and fifty-eight and 6/100 miles in two hundred and forty minutes and forty-five seconds, in a ninety horse-power Locomobile made in Bridgeport by The Locomobile Company of America, being the first American driver and the first car of American manufacture to be the victor in this international struggle for supremacy; and

Whereas, The automobile whose position in the race would have been third had the crowded track permitted the car to finish, was also a Locomobile manufactured by The Locomobile Company of America and driven by James Florida; and

Whereas, Notwithstanding the skill, hardihood and daring of the driver, the race could not have been won but for the superior strength, design, workmanship and construction of the Locomobile; therefore be it

**Resolved**, That The Bridgeport Board of Trade, recognizing that this gives the city of Bridgeport further cause for Great Pride, express, and it does hereby express its appreciation of the honor done to Bridgeport, The Industrial Capital of Connecticut, by The Locomobile Company of America in so perfecting its manufacture as to produce a car capable of defeating all other entries both foreign and domestic, of breaking the time record in the international race for the Vanderbilt Cup, and breaking all records in America for road racing; and be it

**Resolved**, That The Bridgeport Board of Trade express, and it does hereby express its appreciation of the Skill, Talent and Genius of the designer of the Locomobile, Mr. Indiana T. Baker; and of the skill, careful and exact workmanship and the thorough mechanical knowledge of the highly trained mechanics of Bridgeport, all of which brought the glory for the winning of a hard fought contest to the city of Bridgeport; and be it

**Resolved**, That these resolutions be suitably engrossed and presented to

The Locomobile Company of America.

Fred C. Jones President.  
William A. Nichols Secretary.  
Frank T. Stimpson Treasurer.

Earl A. Rishor, Secretary and Engraver,  
Bridgeport, Conn.

THE ABOVE RESOLUTION WAS ENGRAVED BY EARL A. RISHOR, BRIDGEPORT, CONN.

"We enjoy every issue of The Journal, and I am able to awake a much greater interest in my classes by the use of it. I expect to send in a few more subscriptions before the season closes." J. M. Latham, Gem City Business College, Quincy, Ill.

People in search of truth never find it. Truth is not found by chasing after it, but by attracting it to you. Do your work, live your life, do the duties that lie nearest, and truth will find you out and come and make her home with you.—*The Philistine*.

# Letters in Business Handwriting FOR BEGINNING PUPILS

H. C. Miller & Son.

Dear Sir,

Yours of the 15th inst. received and

Sincerely. Yours truly. Yours respectfully

Cash Merchandise Expense Dr.

J. W. Benton, R. S. Collins, J. W. Pierson.

C. P. Janer, H. W. Flickinger, J. E. King.

SIGNATURES.

\$500.00

Rochester, N. Y., May 1, 1909.

Six months after date I promise to  
pay to the order of S. C. Williams  
Five Hundred & no/00 Dollars  
Value received.

R. C. Cook.

PROMISSORY NOTE.

Boston, Nov. 14, 1912.

Due Fred G. Nichols  
Thirty-two <sup>rd</sup> <sub>50</sub> of  
Payable in mds. from my store  
E. C. Mills.

DUE BILL.

Very small and compact writing is often desirable and useful in bookkeeping entries and in other work where space is limited. The movement should be brought well under control for this kind of writing.

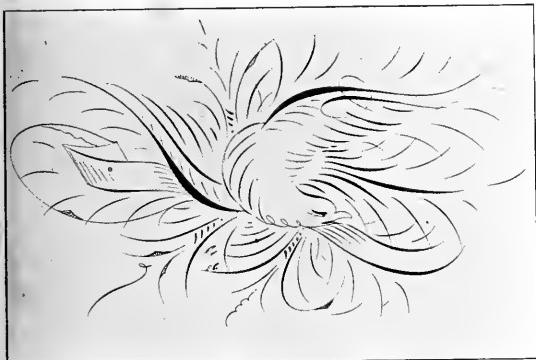
A COMPACT HAND.

\$400.00

New York, Feb. 15, 1910.

At sight, pay to the order of  
Horace G. Healey  
Four Hundred ~~and no~~<sup>one</sup> Dollars  
Values received and charged to account of  
To G. W. Brown,  
Pekin, Ill.      L. L. Williams.

SIGHT DRAFT.



FLOURISHES BY G. E. GUSTAFSON, INTER-STATE COMMERCIAL COLLEGE, READING, PA.

THE TEN DEMANDMENTS

A Chicago man who has a large number of employes under him, has posted up in the various departments of his establishment cards which bear the above caption and the following terse rules. These make it very plain what he expects, and what he does not expect of those who draw salaries from him:

Rule 1—Don't lie—it wastes my time and yours. I'm sure to catch you in the end, and that's the wrong end.

Rule 2—Watch your work, not the clock. A long day's work makes a long day short and a day's short work makes my face long.

Rule 3—Give me more than I expect and I'll pay you more than you expect. I can afford to increase your pay if you increase my profits.

Rule 4—You owe so much to yourself that you can't afford to owe anybody else. Keep out of debt or keep out of my shops.

Rule 5—Dishonesty is never an accident. Good men, like good women, can see temptation when they meet it.

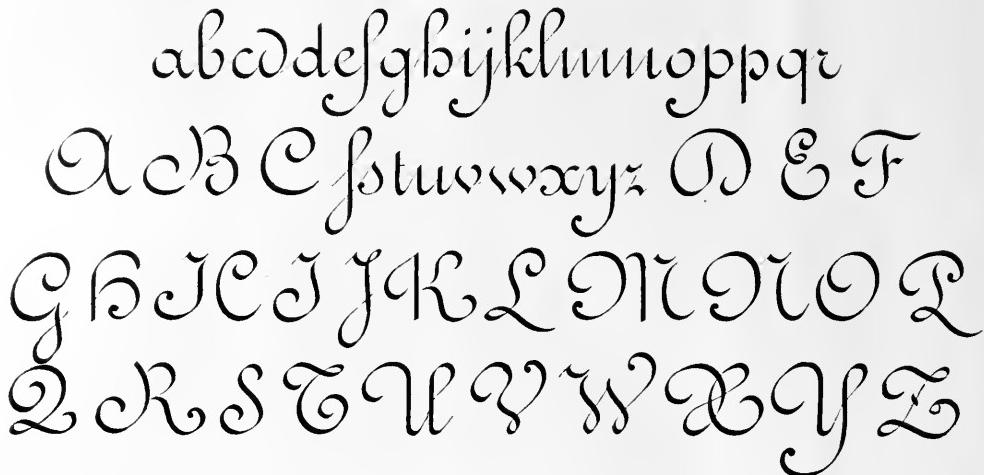
Rule 6—Mind your own business, and in time you'll have a business of your own to mind.

Rule 7—Don't do anything here which hurts your self-respect. The employe who is willing to steal for me is capable of stealing from me.

Rule 8—It's none of my business what you do at night, but if dissipation affects what you do next day and you do half as much as I demand, you'll last half as long as you hoped.

Rule 9—Don't tell me what I'd like to hear, but what I ought to hear. I don't want a valet to my vanity, but I need one for my business interests.

Rule 10—Don't kick if I kick—if you're worth while correcting, you're worth while keeping. I don't waste time cutting specks out of rotten apples.



ALPHABET BY G. DEFELICE, NEW YORK CITY.

Dear Sir, You wrote to me sometime ago stating your inability to settle your account, but assuring me that a settlement should be made by the 10th ult. More than a month has passed since that time and I have received no word from you!

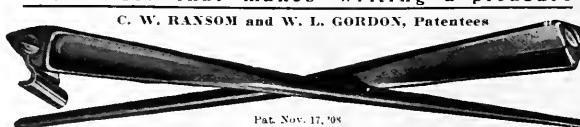
BUSINESS WRITING BY C. A. BARNETT, OBERLIN, OHIO.

## The RANSOMERIAN

SOMETHING ENTIRELY NEW IN PENHOLDERS!

*The holder that makes writing a pleasure*

C. W. RANSOM and W. L. GORDON, Patentees



Pat. Nov. 17, '08

Fits the fingers, does not cramp the hand. Used exclusively by C. W. Ransom, President of the Ransomian School of Penmanship, in his expert writing. Used and endorsed by the leading professional penmen. Read what a few of them say:

"It is a beauty"—Flickinger. "Nothing just as good"—Weatherly. "Hope you sell a bunch of them"—Stacy. "The best penholder ever put on the market"—Bedinger. A score of others likewise have tried the holder and will use nothing else.

This beautiful holder is made of solid hard rubber, and will last a lifetime. Order to-day and do not deprive yourself of the pleasure of using this wonderful invention. Price each, postpaid, 50 cents. Special prices to schools and colleges. Address

RANSOM & GORDON PENHOLDER CO., Reliance Building, Kansas City, Mo.

**FORGERY**—Its detection and illustration, in a 300-page book. The standard text of its kind. The authority recognized by all the courts of this country. By Daniel T. Ames, dean of America's Handwriting Experts, and based on an experience of 1,200 litigated cases, including the Fair and Davis will contests, and the Boston and Molineux murder trials. Bound in law sheep and postpaid for \$2.50.

**One Thousand and One Questions and Answers on United States History and on the Constitution and Its Amendments.** A useful volume of more than 100 pages, handsomely bound in cloth and gilt, former price 75 cents, while the last few copies we have on hand will be sent for fifteen two-cent stamps each. Invaluable to the teacher or student. The book contains a complete review of the entire subject of United States history.

**Also One Thousand and One Questions and Answers on General History, on Botany, on Physics, Companion books to the above, at the same price. Any two will be sent for 50 cents, and any three for \$1.00. Stamps taken.**

PENMAN'S ART JOURNAL,  
229 BROADWAY, - NEW YORK.

# Students' Own Page

Every student subscriber of THE JOURNAL is earnestly invited to contribute to this page. The best specimens received each month will be reproduced for the purpose of encouraging the students of writing generally.

That the work may show up to the best possible advantage, the following rules should be observed:

1. The writing should be done with jet black ink—fluid India ink preferred. This can be purchased at any stationery store.

2. Send not more than two lines.

3. See that the lines are exactly eight inches in length.

We hope to receive a nice lot of movement drills during the coming month.

1. This is a specimen of my handwriting.

2. Elmer mines in many mines in

3. Keepers dislike regular discord.

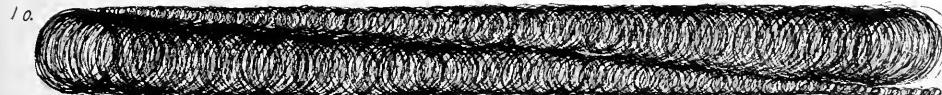
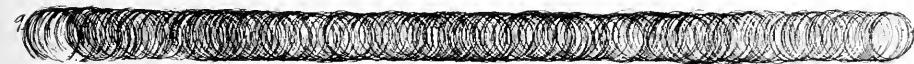
4. Nine men went mining in a mine

A specimen of my business penmanship

Lanning & Lanning, Lanningville, La.

7. Hope springs eternal in the human breast;

8. Base your actions on a principle of right.



The work appearing this month was executed by the following pupils: 1. Herman Ginsberg, pupil of B. D. Hakes, Eastman School, New York City. 2. J. B. Carroll, pupil of J. M. Latham, Gem City Business College, Quincy, Ill. 3. Walter Isaacs, pupil of A. C. Doering, Wood's School, New York. 4. Romeo Avon, pupil of Brother Archange, Louisville (P. O.) College. 5. Elizabeth Nelson, pupil of M. Emma Eichelberger, Patton (Pa.) School.

6. Robert Thiel, pupil of Merritt Davis, Capital Business College, Salem, Ore. 7. Minnie B. Gotshall, pupil of J. H. Long, Flint (Mich.) Business College. 8. Mildred Schmidt, pupil of M. M. Van Ness, Hoboken (N. J.) High School. 9. Gertrude Merrill, pupil of R. C. Haynes, Bliss College, Lewiston, Me. 10. Loretta Sturn, pupil of Sister Mary Germaine, St. Mary's College, Monroe, Mich. 11. Lena Kelly, pupil of F. B. Adams, Heald's College, Reno, Nev.

# THE PENMEN'S EXCHANGE

During the coming year we hope to have contributions for this department from all the leading penmen. We want the best that the profession can supply. It is the plan to make this department one of the most interesting in the magazine.

## EDITOR'S SCRAP BOOK

E. F. Whitmore, of Strayer's Business College, Washington, D. C., writes an ornamental card that is certainly a delight to the eye. He has favored us with a packet of cards written in his best style.

M. Tandy, of the Dallas City, Ill., public schools, has sent us a reproduction on a postal card of a drawing of one of the school buildings of that city, which he drew with the pen. The work is very well done, and Mr. Tandy is to be congratulated on his skill.

F. O. Anderson, the rising young penman of Ottumwa, Iowa, sent us a packet of his ornamental writing, and also a reproduction of his pen drawing. The work ranks among the very best, and we do not see how it can be improved upon.

W. A. Weaver, of Santa Ana, Tex., favored THE JOURNAL with some of his card work, which shows him to be a very successful card writer.

The specimens of ornamental and business writing from E. H. McGhee, Trenton, N. J., demonstrate that he is a top-notcher in both styles.

It would be a hard matter to surpass the ornamental superscriptions which have reached us from the pen of J. D. Todd, Salt Lake City, Utah.

D. Crowley, of Boone, Iowa, executes a very neat style of business writing, which fact we note from a few lines he sent us.

Dashy, ornamental signatures by Charles F. Zulauf, Scranton, Pa., reached our desk this month.

G. Van Buskirk, of Newark, N. J., sent us a reproduction of his new card for advertising purposes, which shows up very well.

C. H. Pruner, of Charlottetown, P. E. I., Can., is a very skilful card writer, as is evidenced by some specimens received.

Letters in both ornamental and business styles, worthy of mention, have been received from W. F. Hostetler, South

Bend, Ind.; J. M. Reaser, New Orleans, La.; Charles Schovanek, Cleveland, Ohio; S. E. Leslie, Poughkeepsie, N. Y.; H. G. Burtner, Pittsburg, Pa.; Cornelia Koch, Evansville, Ind., and R. W. Ballentine, Albany, N. Y.

Nicely written superscriptions continue to reach us every day. Those received this month come from L. M. Holmes, Pittsburg, Pa.; A. A. Kuhl, Abbeville, Ga.; J. M. Reaser, New Orleans, La.; Charles F. Zulauf, Scranton, Pa.; E. A. Lupfer, Columbus, Ohio; C. T. McCormack, Waxahachie, Tex.; E. H. McGhee, Trenton, N. J.; J. F. Hook, Philadelphia, Pa.; A. W. Dakin, Syracuse, N. Y.; C. W. Ransom, Kansas City, Mo.; F. W. Tambly, Kansas City, Mo.; T. Courtney, Ogden, Utah; M. Tandy, Dallas City, Ill.; C. A. French, Boston, Mass.; Cornelia Koch, Evansville, Ind.; Mrs. Nina P. H. Noble, Salem, Mass.; J. A. Snyder, Big Rapids, Mich.; R. W. Ballentine, Albany, N. Y.; A. H. White, Chicago, Ill.; A. H. Dixon, Riverside, Cal.; J. J. Peterich, Los Angeles, Cal.; N. C. Brewster, Covington, Pa.; D. T. Ames, Mountain View, Cal.; C. H. Haverfield, Berea, Ohio; D. C. Beighley, Columbus, Ohio; G. C. Brink, Kansas City, Mo.; W. A. Weaver, Santa Ana, Tex.; S. E. Leslie, Poughkeepsie, N. Y.; W. F. Gray, Lansing, Mich.; J. M. Lantz, Waynesboro, Pa.; H. G. Burtner, Pittsburg, Pa.; W. C. Brownfield, Bowling Green, Ky.; A. Rheude, Milwaukee, Wis.; M. Davis, Salem, Ore.; G. E. Van Buskirk, Newark, N. J.; G. O. Shoop, Shamokin, Pa.; C. T. E. Schultz, Chicago, Ill.; T. J. Atwood, Houston, Tex.; T. M. Watson, Toronto, Ont.; E. A. Bock, Salt Lake City, Utah; L. C. McCann, Mahanoy City, Pa.; J. H. Woodruff, Indianapolis, Ind.; E. O. Prather, Walpeton, N. D.; J. A. Savage, Omaha, Neb.; Charles Schovanek, Cleveland, Ohio; I. P. Ketchum, Madison, Wis.; R. S. Collins, Philadelphia, Pa.; R. C. Haynes, Lewiston, Me.; W. E. Garvey, Atlanta, Ga.; J. D. Todd, Salt Lake City, Utah; J. D. Valentine, Pittsburg, Pa.; O. Hanson, Grand Forks, N. D.; O. J. Browning, Newton, Iowa; C. E. Baldwin, Columbia, Mo.; J. G. Frey, Cleveland, Ohio, and J. W. Westervelt, London, Ont.

400.  
At sight pay to the order of \_\_\_\_\_  
Clempter  
Four Hundred ~~400~~ <sup>00</sup> Dollars,  
value rec'd and charge to acct. of \_\_\_\_\_  
D. A. Hope  
A. Hilgenberg

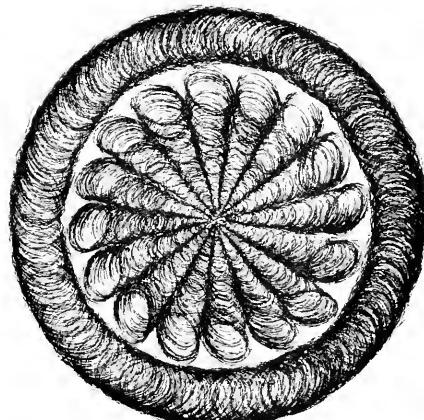
\$100.00

Princeton, N. J., July 1, 1909.  
 Ten days after date I promise  
 to pay John D. Rice & Co. or order  
 One Hundred ————— Dollars  
 Value received.

Edward A. Farley

BUSINESS WRITING BY E. H. McGHEE, TRENTON, N. J.

H. A. Howard  
 P. C. Sommers  
 R. J. Hanson  
 P. M. Hunter



MOVEMENT DRILL—By Russell Berg, pupil of Josephine A. McMillan, Dickinson, N. D., High School.

ORNAMENTAL SIGNATURES (reading from the top down)—By H. A. Howard, Rockland, Me.; O. J. Hanson, Grand Forks, N. D.; Charles F. Zulauf, Scranton, Pa.; C. B. Adkins, New York City.

"What is it, madam?" asked the man behind the desk in a servants' registry office.

"I want a cook," explained the lady, "and I want her bad."

"Quite simple, madam," the clerk assured her. "We have no other kind."

### The Celebrated Madarasz Stick India Ink

The only ink which gives a pitchy black line. One stick lasts a lifetime. Used universally by the talent. Cannot be purchased elsewhere.

JUMBO No. 1, extra quality.....	\$4.00
JUMBO No. 2, smaller size.....	3.00
GILT EDGE No. 1, finest.....	3.00
GILT EDGE No. 2, smaller size.....	2.00
SPECIAL, oval size .....	1.25

*Sent postpaid on receipt of price. Order to-day.*

PENMAN'S ART JOURNAL, 229 Broadway, New York.

### TURNING THE TABLES

He was a terribly "short" man, but he knew a real live business woman when he saw her. She was applying for a situation as confidential clerk and typist, and he turned upon her a rapid fire of questions:

"Talk slang?"

"No, sir."

"Know how to spell cat and dog correctly?"

"Yes, sir."

"Use the telephone every other minute?"

"No, sir."

"Usually tell everybody in the office how much the firm owes and all the rest of the private business you learn?"

"No, sir."

He was thinking of something else to ask her when she took a hand in the matter and put a few queries.

"Smoke cigars when you're dictating?"

"Why—er—no!" he gasped, in astonishment.

"Slam things about when business is bad?"

"No."

"Think you know enough about grammar and punctuation to appreciate a good typist when you get one?"

"I—I think so."

"Want me to go to work, or is your time worth so little that—?"

He interrupted her enthusiastically:

"Kindly hang up your things and let's get at these letters."—Tit-Bits.

# Professional Writing

BY W. A. HOFFMAN

73 " *Mmmmm T O O D M M M*

74 " *V D D P P P D D D V V*

75 " *Very truly yours O Value your time*

In making the shades in line 74 make them quickly, having the heaviest part in the centre.

In line 75 use a free movement, finishing the letter before raising the pen. The last part of the letter is much like the 'W'.

The copy shown in line 76 should be practiced with a great deal of care.

76 *U V U U V V V V V V*

77 *U V U U V V V V V V*

78 *U M M U V V V U G G G*

79 *Use your time for improvement O Union*

In making the 'U' in line 77 a common fault is to make the shading too low. Strive to get the shade up near the centre.

Make the first group in line 78 without lifting the pen. In the second and third groups you may raise the pen as the oval is finished. Then place the pen and continue with your work.

Line 78 is a suggestion for you, as well as giving you some practice on the small letters.

In response to a circular sent out by the Stewart & Large Business Institute, of Trenton, inviting young people to attend the Saturday morning sessions of the school until June without cost, 125 pupils in the public schools presented themselves for the first of these special sessions. These young men and women are all receiving the personal instruction of Messrs. Large, Smith and McGhee. The work in penmanship, given by the latter, should be especially valuable to all.

In a recent issue of the Richmond, Ind., Palladium and Sun-Telegram, mention is made of the work of W. S. Hiser, supervisor of penmanship, who at a recent meeting of school teachers, in Indianapolis, was elected secretary of the penmanship section and of the manual training section. Mr. Hiser hopes to restore the Richmond schools to the position they occupied when, in 1896, they won third place in the national penmanship contest. We are sure that no one is better fitted to bring this about than is Mr. Hiser.



#### MOVEMENTS OF THE TEACHERS

H. T. Jett, of Greenville, Ill., has accepted a position with the Western Military Academy, Upper Alton, Ill.

H. G. Staton, last year with the Ely (Minn.) High School, will be an assistant commercial teacher next year in the State School of Science, Wahpeton, N. Dak.

W. W. Petrie, who for nearly eight years was in charge of the shorthand work of the Beverly (Mass.) High School, recently accepted a position as head of the commercial department of the Hyde Park (Mass.) High School.

J. G. Burridge, of the Summit (N. J.) High School, will be a new addition to the staff of commercial teachers in the New York City high schools, beginning in September.

Miss Annette M. Page, who now has charge of the shorthand department of the Parsons (Kan.) Business College, will have similar work with the Lincoln (Neb.) Business College next year.

Lester Tjossem, a graduate of Highland Park College, Des Moines, who is now with the Cortland (N. Y.) Business Institute, has signed a contract for three years to teach at Highland Park College.

Miss Harriet C. Eaton, of the Northampton Commercial College, has been elected commercial teacher in the Islet (N. Y.) High School.

J. M. Pierce, formerly of the Indiana (Pa.) Business College, who for the last year has been with E. M. Coulter in the National Business College, Roanoke, Va., has accepted a place in the commercial department of the Goldey College, Wilmington, Del.

E. I. Fish, who has been with the Rider-Moore & Stewart Schools, Trenton, N. J., this year, recently changed his position and is now advertising man for the Practical Education Institute of Philadelphia.

B. J. Van Gilder, recently with Valparaiso (Ind.) University, is the new shorthand teacher in the West Virginia Business College, Clarksburg, W. Va.

W. A. Ruehlmnan, of Shenandoah, Iowa, is now located with the York (Neb.) Business College.

Miss Irene Curry is a new teacher in the Faribault (Minn.) Business and Normal College.

A. E. Spalding, for some years commercial teacher in the Central High School, Hancock, Mich., has accepted a similar position in the Houghton (Mich.) High School.

Logan Guffey, of Bowling Green, Ky., is a new commercial teacher in the Joplin (Mo.) Business College.

J. A. Kakness, of Earlham, Iowa, is to be an assistant commercial teacher next year in Link's Modern Business College, Boise, Idaho.

E. G. Miller, now supervisor of penmanship in the

*THE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it worth at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.*

Mount Vernon (Ohio) public schools, is a recent addition to the staff of the Zanerian College, Columbus.

A. M. Wonnell, of Norwalk, Ohio, formerly with Ferris Institute, Big Rapids, Mich., and one of the most brilliant graduates of the Zanerian College, is also added to the staff of his alma mater.

T. Courtney, late of Grand Rapids, Mich., has accepted a position with the Ogden (Utah) Business College.

A. H. Delano, now head of the commercial work of the Arlington (Mass.) High School, is to be next year principal of a new commercial school organized by the Boston Y. M. C. A. for day work.

Miss Carolyn Hankinson, of Richmond, Ind., is a new teacher of shorthand in the Portland (Ore.) Business College.

Alice Wells, formerly with the Euclid School, Brooklyn, N. Y., will have charge of the shorthand department of the Troy (N. Y.) Business College next year.

Miss Clara M. Townsend, for some years shorthand teacher in the Oshkosh (Wis.) High School, will teach shorthand next year in the State Normal School at Salem, Mass.

Ray O. Hall, a graduate of the Northampton (Mass.) Commercial College, will sail this summer for Constantinople, where he goes on a three-year contract as an assistant commercial teacher in Robert College.

W. J. McDonald, of Burdett College, Boston, is the newly elected commercial teacher in the State College of Washington, Pullman, Wash.

O. W. Rister, recently of the Atchison (Kan.) Business College, has accepted a position with the Riverside (Cal.) Business College.

H. E. Newton, of Highland Park College, Des Moines, Iowa, goes to the Mountain City Business College, Chattanooga, Tenn., as a new commercial teacher, beginning in September.

#### NEW SCHOOLS AND CHANGES

R. Haubrich, principal of the Neillsville (Wis.) Business College, has purchased that school.

H. G. W. Braithwaite, who for some time has been principal of the Ottawa (Ont.) Business College, has bought the school.

W. M. Bryant, for several years in charge of the School of Commerce of the State University of North Dakota, has purchased Brown's Business College, Lincoln, Neb. J. W. Rohlfing, a recent graduate of the Gem City Business College, Quincy, Ill., will be one of the instructors under the new management.



THE MAYTUM SISTERS, PUPILS OF THE CAPITAL CITY COMMERCIAL COLLEGE, DES MOINES, IOWA.  
A remarkable group of successful young business women, all members of the same family.

## COMMERCIAL EDUCATION IN ENGLAND



HEN Dr. James made his report to the American Bankers' Association in 1803 there were no public business training schools in England. In fact, the state of affairs there was just about the same as it was in this country. Even the small private business schools, as we know them, were few in number and poorly patronized. Typewriter companies were forced to train young people in order to supply the limited demand for operators.

There were three chief reasons for this condition of things:

*First*—More than 50 per cent. of the superior clerical positions were filled by foreign-trained assistants, mostly Germans. This information was not ascertained until 1806, when the Chamber of Commerce compiled a census of those engaged in office work in the metropolis. This state of affairs was indeed startling. For twenty years the British had been haunted by the spectre of German competition in manufacturing, and now to find that the Germans were encroaching upon the commercial field, even to the extent of doing so much of the office work, was most uncomfortable, to say the least.

*Second*—Human labor is so cheap in England that time-saving devices and modern office methods do not appeal strongly to employers. Furthermore, the British merchant much prefers to train his own assistants. Again, business customs do not change in England as rapidly as they do in America, and for that reason a clerk is compelled to learn a distinctive way of attending to details in any particular house.

*Third*—The British people have a natural instinct for trade. No nation on the face of the earth buys, sells or carries so extensively. She not only rules the world of transportation, but that of finance. In the words of an American advertiser, "There's a reason" for England's stability to maintain her supremacy among nations. That reason I have just stated—business instinct.

In 1806 a movement was begun in behalf of commercial education by the Chamber of Commerce of London, which bore fruit rapidly. This body numbers among its membership all the prominent wholesale dealers, merchants, bankers, shippers and manufacturers of the metropolis. No retailers are admitted to membership. A firm composed of one member subscribes two guineas per year; where it consists of more than one member, three guineas. The work of the Chamber of Commerce lies among several lines—information, statistics, employment, commerce, etc. The head of the commercial department is Mr. C. E. Town, a most enthusiastic advocate of the cause of business training.

Some five hundred firms in the chamber give preference to candidates for employment who bear the credentials of the society.

The chief object of the commercial department is to influence the educational authorities of the country—to give a more practical training in the schools for those young people who are intending to pursue commercial careers. This is done primarily through a scheme which comprises not only extensive courses of study, but a very elaborate system of examinations.

That the courses may give adequate training, a syllabus is sent out at the opening of the school year, stating just what ground is to be covered. One of the immediate results of this activity of the chamber has been that more emphasis is placed on commercial work in the evening schools. Ten years ago there was but one evening school in the city of

London giving any commercial instruction. Now there are thirty-five teaching higher accounting.

The Chamber of Commerce is also doing good work in insisting upon a high standard of efficiency in teaching, special examinations being conducted for commercial teachers.

The officers have found, too, that the English business man is much like his American cousin, in that he is liable to emphasize the importance of the manufacturing side of his business and neglect the commercial side, forgetting that production without distribution spells bankruptcy. So they have had to do much missionary work in this field. What is the use of devoting all our effort and thought to training men to manufacture if we do not at the same time raise up a type of men to sell? The nation's warehouses are filled with goods, but there are no buyers.

Much credit for the work done by the Chamber of Commerce should also be given to Sir Albert K. Rollit. This distinguished financier, who, by the way, is quite well known in this country, states his views on business training schools and the general purposes of commercial education briefly as follows:

"We cannot but value very highly those great commercial schools which exist almost everywhere on the Continent and in the United States. In this country we have neglected such schools and subjects, but it is to be hoped the Chamber of Commerce will be the nucleus of a commercial college for the city of London. If our young men had the necessary time to devote to prolonged study, little, perhaps, need be said, but we cannot approve of a system in which we have chiefly taught—

"The Languages—especially the dead;  
The Sciences—especially the abstruse;  
The Arts—at least all such as may be said  
To be most remote from common use,

"Our system of commercial education should aim at producing mental alertness, ready adaptation and quickness in seizing new ideas and methods. It is to be feared that in this country we have lived a little too much on and in the past. The underlying principle of commercial education should be to make an active, able and ready thinker in relation to business matters, and especially to produce captains of industry, heads of departments, well-informed agents, travellers and clerks, and to inculcate self-reliance."

The status of commercial education in the day secondary schools of the Greater Kingdom at the present time may be judged from the following:

PUPILS RECEIVING SPECIAL INSTRUCTION.	
In Birmingham, Waverly Road School.....	50 pupils
In Leeds, Central High School (possibly).....	300 "
In London, Camden School.....	200 "
In London, City of London College.....	100 "
In Manchester .....	None

But their night schools are overflowing with commercial students, and this evening training is apparently meeting the needs of those young men and women who desire to equip themselves for office work.

The British view of commercial education from the standpoint of the educator can be best shown by quoting the words of Mr. James Graham, Secretary for Education, Leeds, England, in an interview I had with him in his office. Mr. Graham is also co-author of "Hooper and Graham's Series of Commercial Texts and Forms."

Mr. Graham said: "Our attitude differs materially from that of the Continent. On the Continent they have numbers of schools of commerce which we call modern secondary schools. Our secondary schools cover much of the work done by these schools of commerce in Germany. They may intro-

duce rather more special commercial work than we do here in England, but it is doubtful if the boys are sufficiently matured to profit by it. Our feeling about boys is that it is much better to have a general education up to sixteen years of age, and then have two years of special training. If the boys come from good homes, and the parents keep them in school until they matriculate—about the age of seventeen—they have learned in a good English secondary school all the business they will need. After they enter the business world we have an excellent organization to give them training during the evenings in the more highly specialized courses, thus obviating the necessity of their remaining too long at the bottom of the business ladder.

"We try to develop all-around workers.

"At the base of all our work we place calculation. We lay particular stress upon arithmetical computations, for if that branch of business training be neglected our work is weak at the core.

"The next thing the boy is taught is how business is transacted, and in this we have the three great divisions—home trade, import trade and export trade.

"Our teaching is systematic, and every transaction is accompanied by the particular documents used in that line in the every-day business world. Our boys must not only do the work, but they must know the reason for everything that they do, just as they would when learning a science. This is what we call business practice, or training in office methods.

"The correct method of recording the operation—book-

keeping—is the last point to be considered. We want the boy to focus his attention on the transaction—the various steps and the reasons.

"To recapitulate: The special training we are giving our boys is based very largely on the following subjects: Arithmetic, Office Methods and Practice, Bookkeeping, English, Knowledge of Markets, Commercial Geography, the History of Commerce, and, above all, a training in Business Theory—the quickest and best methods of getting things done.

"Such a course involves some study of political economy, although my own feeling is that the political economist is not the sort of man an English merchant would put at the head of his business.

"My point is, that the abstract study of economics is best made after the boy has had some business experience. In other words, I would make elementary economics a post-graduate subject. Our boys go into business houses and make good, whereas, if you put a university man into a business house the whole thing is Chinese to him. His fingers are all thumbs. Economics should come *after* all the rest.

"First get the essentials, learn to carry through the transaction, then the students are able to theorize.

"Our aim is to produce skilled workers in the field of commerce. The great aim of English educators is not to specialize too soon. Get a good general education. The boy who is developed from this point of view is ready, we have found, to specialize in any direction."

**RESPONSE OF E. H. NORMAN, PRESIDENT OF THE BALTIMORE BUSINESS COLLEGE, IN ACCEPTING THE PRESIDENCY OF THE EASTERN COMMERCIAL TEACHERS' ASSOCIATION.**

Ladies and Gentlemen—It is not unusual for a convention to make a mistake—it has been intimated that Congress



E. H. NORMAN, President.

not infallible—and I am therefore not surprised that this convention has proven that it is not an exception to the rule. You might possibly have committed a great blunder, but

I can hardly see how. That you could have acted with more wisdom must be apparent to all present.

It is indeed gratifying to me to know that my work and conduct among you have been such as to cause you to consider me a fit person to guide the destinies of this organization during the next twelve months. I appreciate deeply the honor you have conferred upon me, but permit me to assure you that, it has not added one inch to my stature, that there will be no swelling of the cranium, and that the old hat will still be amply large. I do not believe that an office can elevate or dignify a man, but I do believe that a man can dignify an office. Any man who is so small that he can bask in the reflected glory and dignity of an office is too small a man to fill that office and perform its functions with that degree of dignity and efficiency so necessary for the growth and prosperity of the organization which he represents.

I ask and hope to receive the support and help of every member of this association, and with that help and support, I, as your servant, do solemnly pledge to render the best service of which I am capable in the performance of my duties.

I desire no higher honor and cherish no greater distinction than that, when my work on earth is ended, it may be said of me, he was loyal and faithful, and did the best he could for the cause of Commercial Education. I thank you.

**INVITATIONS RECEIVED**

The Packard Commercial School, New York, requests the honor of your presence at its fifty-first anniversary and commencement exercises on the evening of Monday, the 24th of May, at 8 o'clock, Carnegie Hall.

The students of McCann's Business College, Mahanoy City, Pa., request the honor of your presence at their informal annual dance, Wednesday evening, April 28, 1909.

# CONVENTION NEWS AND NOTES

## SPECIAL TO PRIVATE SCHOOL MANAGERS

At the Pittsburg meeting of the Private School Managers' Association a committee was appointed on "Tuition and Business Statistics." The report made by this committee at Indianapolis was received with much interest and was considered so important that it was ordered printed and distributed broadcast at the expense of the association.

You, brother school manager, have doubtless received a copy of this report and appreciate the business suggestions it contains. You also appreciate the care with which the information was arranged and the excellent manner in which it was printed. Valuable as the report is, it was seen that it would be of much greater value if additional and more general statistics could be procured. With this end in view the committee was continued for another year and has already sent out a list of questions upon which to base its report at Louisville.

The next report will benefit us just in proportion to our co-operation with the committee. Statistics are earnestly desired from all school managers everywhere, whether in or out of the association. If you have not already returned the list of questions sent you, let me urge you to do so at once. The information will be helpful to all alike. The committee ought to have statistics from a thousand schools. If this can be accomplished the Louisville report will be the most valuable document ever placed in our hands.

If you have not the information necessary to answer the questions asked by the committee off hand, dig it up. It will pay you in the light it turns on your own business, aside from the value of the report.

Nothing can interest us more than tuition rates. The object of the committee is to gather information to be used in determining an equitable tuition charge, under varying conditions, based upon the cost of the services rendered.

The committee is composed of gentlemen in whose motives and ability we all have the utmost confidence. They are working earnestly and unselfishly in our interest. Let's co-operate with them.

W. B. ELLIOTT,  
*President Private School Managers' Association.*

## LOUISVILLE MEETING TO BE A TEACHERS' CONVENTION

If I read the preliminary announcement correctly, it means that there is going to be a real teachers' convention held at Louisville next year, and not an exhibition for publishers and typewriter companies, with incidentally a few wise remarks thrown in by "prominent educators" and "prominent business men," etc., etc. Year by year, in my judgment, we have been getting farther and farther away from the ideal teachers' meeting that will do the most good for the largest number. Teachers have their problems to discuss and they want to get together and discuss them. The way to do this is to appoint a good director for each "institute"—some wise, old-fashioned fellow, who can remember how the thing used to be done—and then have a brief presentation of each subject, followed by vigorous discussion from everybody who has anything worth saying. And your director wants to be made of the stuff that will

enable him to stop the fellow who is saying something that is not worth listening to or that is not germane to the subject under discussion. This is the kind of a convention that will do the teachers real good and make it worth their money and time to attend. Success to the new movement!

Baltimore, Md.

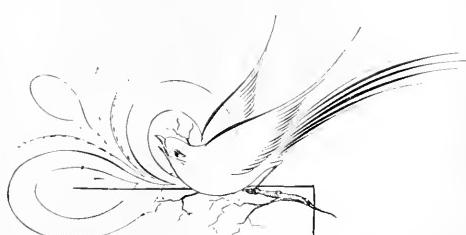
H. M. ROWE.



ALLAN DAVIS, Business High School, Washington, D. C.

## ECONOMIC ASPECT OF LENGTHENING HUMAN LIFE, by Prof. Irving Fisher, Yale University.

The address delivered by Prof. Fisher before the Association of Life Insurance Presidents in New York on February 9, 1909, has been printed in booklet form and bound in paper, making of this interesting and instructive lecture a permanent piece of literature. Life insurance is a matter of such vital importance to the public that anything treating on the subject is sure to have many readers.



A GRACEFUL FLOURISH—By H. W. Flickinger, Philadelphia.

## HOW TO DEVELOP BUSINESS COMMON SENSE AND INTELLIGENCE IN LETTER WRITING

By SHERWIN CODY, Chicago, Ill.

You will admit that business English is the hardest subject you have in which to get results.

The reason is that you go at the matter from the wrong end. When I see an artist sketching a portrait from life and getting in all the details of dress, hair, etc., before he puts a line in the face itself, I feel quite sure that he is not going to get a good likeness. The features are the essentials, and he is afraid to tackle them. It is very much the same with many teachers. The essential thing for the business man in a letter writer is common sense and intelligence in handling the business situation. The teacher who begins with margins, arrangements and forms is very unlikely to have time to reach the essential matter of developing business common sense and intelligence, and he usually concludes that is something quite beyond him which neither he nor any one else can hope to attain in any marked degree.

Business men in their offices know differently. The one thing they must teach their clerks at the very outset is common sense and intelligence in handling the business situation. Details of form and arrangement are minor matters. They want to have them right, but such things come very easily if the essential matter of handling the business situation is mastered. Where you spend a month, half an hour a day, in preliminary work on correct forms and styles in letter writing and then get anything but complete results, you would do better with five minutes a day for a month if the other twenty-five minutes a day were devoted to teaching your pupils how to do business by letter. If you can get them interested in doing real business, their enthusiasm will make their intelligence keen, they will see for themselves the meaning and importance of all the minor details, and they will learn them almost unconsciously through development of their intuition and instinct. I have proved again and again that when an uneducated letter writer becomes really enthusiastic, and knows clearly what he wants to say, he will express himself with marvellous rhetorical effectiveness and grammatical accuracy. When the enthusiasm is out of him he will make the sorriest mess imaginable of his business English. If you teachers can become really interested in handling human nature by mail, if you can see how it is done and know that you can drive human nature by words when you want to, your enthusiasm will make you a success whatever method you use. Enthusiasm is at the bottom of all salesmanship, and it is salesmanship of one sort or another which marks the success of every letter that is written.

In all our education I feel very certain we make the huge mistake of trying to cram facts into the heads of pupils instead of developing instincts and actual ability to do things. I want my pupils to recite with the book open before them. The test is whether they can see what is actually in the book when it lies open before them, and above all whether they can do the things they are required to do even when they have all the help that the book gives them. When the book is closed they feel that the essential thing is to remember what was said in the book so that they can recite on it. When the book is open before them during recitation they realize that it is utterly foolish to read off parrot fashion the words of the text. They must understand things so they can explain them for themselves and apply the ideas of the book in the letters they write so that the words they use will make people do things. When they catch that point of view half the battle is won. They have then got hold of the great essential, and

you are educating their business common sense and intelligence, you are drawing out their instincts and giving them things which they not only remember a few hours to recite on but simply cannot forget as long as they live. The only things of permanent value in education are those that refuse to be forgotten, and those are the things which have been learned by the subconscious instinct, that have been imbibed without the pupil's realizing how it was done.

The systematic education of the instinct is a pedagogical method very imperfectly developed in any of our schools. And yet it is the method which alone will give permanent results and which must be used if we are going to be really successful. It is the method that we do use in teaching shorthand and bookkeeping, in which we are successful, and if we would use it in teaching business English we might have just as sure and marked results. There isn't one teacher in twenty that does use it. Our textbooks have kept us tied to a worn out system. If we went about the subject of teaching business English in the right way, good results would be the rule and not the exception; nineteen teachers out of twenty would succeed instead of one. When only one teacher out of twenty makes a genuine success it is clear that the fault lies with the system and not with the teacher.

The simple and obvious way to develop business common sense and intelligence in letter writing is to plunge at once into the composition of letters. Place real business letters in the hands of your pupils and have them answer those letters just as they would in business offices. Tell them what they ought to say in reply to the letter just as the office manager would do, and give them plenty of good models, just as the office manager would take a large bundle of model letters out of his file and place them in the hands of a new correspondent. Make the common sense handling of the business situation the first requirement. If your model letters are correctly arranged and punctuated, you will be astonished at the readiness with which pupils will pick up immediately those little details of form and arrangement on which you have been accustomed to spend so much time.

To get good model letters is one of the hardest things in the world, for two reasons: First, ordinary business letters imply and require knowledge of a special business. It is quite out of the question to try to teach any particular business in a school. Your work is to teach the general principles and methods of handling human nature by mail. The business man will teach his business to your graduates when they get into the office. A collection of model letters for school use must therefore be confined entirely to simple subjects with which the pupil is already familiar. Letters on insurance, brokerage, railroading, banking, advertising, etc., have no place in a school if they introduce technical references which neither teachers nor pupils can understand. Yet most collections of letters taken from a real business will have these technical details in them, and it will take a person of unusual skill to cut them out.

And then in the next place the average business letter is very poor. Only within a few years have business men begun to find out the great business value of making their letters models of simplicity, directness and conversational ease. Nine-tenths of all the business letters written are wretchedly poor. The writers usually know it, and within the next five or ten years the nine-tenths of bad letters will be forced up toward the standard of the one-tenth of good letters. You can't afford to make your standard the average. Otherwise when your graduates really get into business offices they will find themselves behind the times. Business men are learning the art of writing good letters with a rapidity that is astonishing.

They are going to learn still faster in the future, and you must be ahead of the times instead of just behind. A revolution is going on, and you must take note of it. A new era is here, and you must not ignore it. New methods are available, and you are foolish if you do not find out what they are and use them before your competitors do.

And now I want to say a word or two about grammar and spelling. Grammar should give the pupil a little rule of thumb by which he can test the correctness of any sentence at a moment's notice. As you cannot test the correctness of a sentence until it has first been written, and grammar gives no aid whatever in writing, obviously you should begin with teaching composition and taking up grammar afterward. The simplest subject you can teach is how to handle a business situation in a letter. Many teachers feel that they should first prepare their pupils by a course in grammar, but they get the cart before the horse. Grammar is of no use whatever until composition has been learned.

Then when grammar is taken up pupils should be taught how to correct errors that are likely to be made by being shown the principles that govern the correction. Most so-called practical grammars give a mass of facts and correction of errors but fail to inculcate the governing principles in simple and practical form in which they can really be remembered and used in everyday practice.

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And then in spelling, why should you ask a pupil to master thousands of words given him in one miscellaneous list by a single dead lift of the memory? Why not classify, and use first one method and then another method—oral spelling, dictation work, writing words in sentences, etc.? Some learn by one method and some learn by another.

Then why teach them a lot of words which they either know already or will seldom have occasion to use in letter writing? I would concentrate on about one thousand words frequently used yet commonly misspelled. Any pupil who will master all of those words will make a very good showing as a speller. And they should be given not once but several times, from different points of view, so that every one of them will really be mastered. In the study of that list the pupil should be required to get one hundred per cent or he should be marked zero.

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#### SOLDIER RECORD OF JOHN D. WILLIAMS

By J. W. SWANK

I have jotted down the following reminiscences of the soldier record of the late John D. Williams, the great penman, in the belief that they will interest the fraternity of which he was so conspicuous a member and by whom his extraordinary talents were so universally recognized.

During the civil war Mr. Williams drifted into Washington and in 1863 enlisted as a private in the Second Regiment, District of Columbia Volunteers, under command of Colonel C. M. Alexander, who kindly furnished me the data from which this brief sketch is drawn.

With a few fine specimens of penmanship in the way of credentials he introduced himself to Colonel Alexander and asked to be detailed as a clerk.

The Colonel was charmed with his masterly skill with the pen and, believing that such talent should not be hidden in a regimental office, obtained for him a position under Colonel Ruggles, Assistant Adjutant General of the War Department. His pen work in the War Office excited much wonder and the records of that office will always bear testimony to his skill as a penman.

After finishing the special work assigned him at the War Department, he returned to his regiment, but soon afterward was detailed for some special work at General Auger's Headquarters, and from there was transferred to the office of General Slough, Military Governor of Alexandria, where he remained until he was honorably mustered out of the service.

Colonel Alexander was presented by the members of his regiment with a silver service, and Mr. Williams, to show his appreciation of the kindness extended to him by the Colonel, engrossed the resolutions which accompanied the presentation. He executed the work in an army tent, on a mess-table, without any of the mechanical aids usually employed in engrossing, except a pair of parallel rulers, a compass-pen and a camel's hair brush. How he was able, under such conditions, to execute the beautiful piece of work which he produced has always been a source of wonder to me. When the piece was completed he had it photographed. Discarding his uniform and tagging himself out in a new suit of citizens' clothes he sallied out among his comrades in camp to sell the photos. A squad of soldiers with their hearts



JOHN D. WILLIAMS.

full of joy and their skins full of beer, mistaking him for a citizen peddling among them, concluded to have some fun at his expense, so one of them quietly placed himself in a stooping position, behind him, while another stepped in front and, giving him a sudden push, sent him headlong into the mud. When he got up poor John was "a sight." He saved himself from further trouble by disclosing his identity. He sustained no damage however, other than a coating of the sacred soil on his new suit of clothes.

Some time after his discharge from the army Mr. Williams was engaged by a business college in this city, and during that time the writer of this sketch took some lessons from him in ornamental penwork.

He was generous to a fault and possessed a personal magnetism that won him many friends. As a teacher he had the rare gift of being able to impart much of his knowledge to the pupil. Seated by him I have watched with admiration the consummate ease and skill with which he moulded harmonious curves of light and shade into beautiful forms of birds, swans, stags and eagles, guided solely by his genius, his true eye and steady hand.

He was the pioneer who blazed the trail into the almost unknown realms of flourished forms upon which the penmen of to-day, with few exceptions, have since travelled.

# News of the Profession

A cup, to take the place of the Eagan Cup, has been offered to the National Shorthand Reporters' Association by the *Shorthand Writer*, of Chicago, and the offer has been accepted. Information regarding the competition can be secured from Edward H. Eldridge, of Simmons College, Boston. The contest will be held during the annual meeting of the association, at Hotel Marion, Lake George, N. Y., probably on August 24.

A recent issue of the *Central Evening High News*, published by the students in that institution, in Boston, has a cut of Charles A. French, the second oldest teacher in the school, who has been there for twenty-eight years, and who has taught penmanship in the Y. M. C. A. for twenty-five years.

A. W. Dakin, of Syracuse, N. Y., has gotten out an attractive journal, which he calls *The Dakin Method*, containing some fine specimens of pen work. He is one of the most successful teachers of writing.

In a contest inaugurated by Miss Anna Dobson, of Reidsville, N. C., a year's subscription to THE JOURNAL being offered as a prize to the boy and girl doing the best work, the winners were Burton Wray and Josie Stewart. Those standing second were Sam Allen and Ruth Hairston, and Bessie Coleman deserves honorable mention. The contest was decided by the Editor of THE JOURNAL.

Handwriting experts of the gentler sex are rare, but Mary H. Booth, of Philadelphia, is making quite a success of her instructive and entertaining "Talks on Handwriting," which she illustrates by graphology and autographs of favorite authors.

A bulletin received from the Rochester Business Institute contains full announcement of the summer school, which will be held from July 6 to August 13. This summer school has made a specialty of normal courses for commercial teachers, and from present indications more progressive men and women in commercial school work will take advantage of it this year than ever before.

A movement is now under way in Boston, promoted by the *Boston Herald*, for an exposition in that city in 1920, to commemorate the three hundredth anniversary of the landing of the Pilgrims. While these expositions have not always proven financially profitable to anyone, they have a large educational value, and Boston is a city with many attractions, which will add to the intellectual profit of those who may have an opportunity to attend an exposition there eleven years hence.

A bulletin from the Exposition, at Seattle, announces that the school exhibits are among the most interesting features of the Alaska-Yukon-Pacific Exposition. These displays cover the entire United States and many of the European countries. The Philippine exhibit, showing the educational progress of those islands, is especially valuable.

Mrs. Dalzell, wife of Representative John Dalzell, of Pittsburg, who died on May 10, and who was one of the social

leaders in Washington, was a daughter of Peter Duff, one of the pioneer business educators of Pittsburg and founder of Duff's College.

For a man thirty years of age, E. O. Prather, of the State School of Science, Wahington, N. D., is certainly "going some." He has been re-elected principal of the Department of Commerce and Penmanship at a salary which would make some other teachers jealous if they found it out.

A recent issue of the Mountain View (Cal.) *Register* has an excellent picture of Daniel T. Ames, for many years editor of THE JOURNAL. Extended reference is made to the notable work he has done during a long and busy life in the field of expert handwriting. In most of the great cases of the past, not only in this country but in Europe, which hinged on the question of handwriting, Mr. Ames has figured prominently.

Among the handwriting experts on the stand in the Hewitt will case at Owego, N. Y., in April, were William J. Kinsley and David Carvalho, both well-known authorities on questioned writing. The case involved about \$5,000,000.

A copy of the complete report of the tenth annual convention of the National Shorthand Reporters' Association, held at the Plankinton House, Milwaukee, Wis., August 18 to 21, inclusive, of last year, has reached us. The proceedings were reported by the Law Reporting Company, New York City.



R. C. COTTRELL, Supervisor of Writing, Logansport, Ind., Public Schools. Sixth of a Series of Prominent Supervisors.

# WHO'S WHO IN PENMANSHIP

## S. C. BEDINGER.

In return for the many capable teachers which the East has furnished the West, the Pacific Coast has sent to Missouri a capable instructor in S. C. Bedinger. He began his teaching career in the Northwestern Business College, at Spokane, in September of 1900. He taught there but one year, going from Washington to Kansas City, where he took a post graduate course in penmanship under C. W. Ransom. The Northwestern Business College would not let him go so easily, however, and after he had finished his work in Kansas City induced him to return to Spokane, where he taught for another year. His next position was with the San Francisco Business

College, where he spent two years. Being desirous of broadening his experience and learning Eastern methods, he came to New York City and was for some time with the Drake schools. The lure of the West, however, was irresistible, and he accepted a position in Paris, Tex., but stopped off in Missouri on his way and induced the present Mrs. Bedinger to accompany him. He is now connected with the Springfield, Mo., Business College, which is one of the strongest schools in the Middle West. Mr. Bedinger is strong in all the commercial branches, but especially so in penmanship, and his pupils find that he possesses not only the ability to write well himself, but that still rarer talent, which enables a man to impart his knowledge to others.

## A. H. WHITE.

The "land of big red apples," otherwise the Ozark region of Missouri, is well known, and it was on a farm in this delightful section of the country that A. H. White was born on August 10, 1881. During his earlier years he acquired a somewhat intimate knowledge of the various

branches of agriculture, in the meantime attending the public schools. Teaching appealed to him and his parents sent him to the Ava Normal to prepare for that work. After two years in this institution he went to the Springfield Normal to continue his work. Here he spent two years. Public school work claimed him for the two years following, but feeling that commercial work was more attractive, Mr. White entered the Springfield Business College and took a complete commercial and shorthand course. While in Springfield his interest in penmanship was thoroughly aroused and under the efficient instruction of S. M. Smith he became a master of the pen. His first position as a commercial teacher was with the Yellville, Ark., High School, where he taught penmanship, bookkeeping and shorthand. Two years later he was offered an excellent position as principal of the Orangeburg, S. C., Business College. He remained in this part of the South for three years, being during a greater part of this time under the supervision of E. C. Mills, of the Journal staff. As a teacher of ornamental writing he chose F. W. Tamblyn, of Kansas City. It is not surprising therefore that his penmanship reached a high state of perfection. Mr. White's excellent work attracted the attention of the Orr Business College people, at Chicago, and they offered him a

place there as instructor of penmanship. This he accepted about a year ago and is still there, giving entire satisfaction to both teacher and pupil.

## MERRITT DAVIS.

Born on his father's farm, a short distance from Eugene, Ore., in May, 1876, Merritt Davis may truly be called a son of the West. The first years of his life were spent in what he refers to as the beautiful Willamette Valley, but when he was nine years old his parents removed to Eugene, where he completed the work of the public schools and then entered the State University. Here he completed the scientific course and also the commercial course, thus preparing himself in an exceptionally thorough manner for the work of a teacher. During his college days he was prominent in class athletics, and won several gold medals in the sports of the field, and also the championship of the university as the champion all-round athlete of the college. During his last years in college Mr. Davis conducted evening classes in penmanship and bookkeeping. After graduation he organized and taught classes in these branches during the winter months for two years, but in the fall of 1901 he accepted a position with the Capital Business College, in Salem, where he has since remained. His long connection with such a school as that conducted by W. I. Staley is evidence of his exceptional ability as a teacher. In connection with the penmanship classes Mr. Davis also handles regular commercial branches. He says he owes a great deal of his success in penmanship to THE PENMAN'S ART JOURNAL, having followed its courses for about twelve years.

## C. A. HAWLEY.

Among the many men who have been drawn from various parts of the United States to California, none has worked more conscientiously for the betterment of his adopted State than C. A. Hawley. He is a native of Iowa and secured his early education at Highland Park College, Des Moines, during the years 1900-1901. After finishing his work there he began teaching at Central College, Pella, Iowa. His work was so satisfactory that he would doubtless have remained there indefinitely had it not been that his wife's health made a change of climate necessary. He accordingly resigned his position and went to Texas, but later on removed to California. Unfortunately, even this did not avail to restore the health of Mrs. Hawley, and she died during January of this year. An opportunity developing to take up teaching in the Tulare High School, Mr. Hawley entered upon that work and has proved himself to be a highly competent instructor. His success is all the more notable for he was past thirty years of age when he entered Highland Park College, nine years ago, possessing much less than a common country school education. He is one of those fortunate men who enjoys his work, and in this may be found much of the secret of his success for, as he says, "happy is the man who has found his work."





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#### PENMANSHIP SUPPLIES

THE JOURNAL will send the following supplies by mail for the prices named (stamps taken):

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Gillott's Double Elastic E. F. No. 604 Pens—A medium fine pen. 1 gross, 75c;  $\frac{1}{4}$  gross, 25c; 1 dozen, 10c.

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Oblique Penholders—One, 10c.



# Eastern Yacht Club,

Secretary's Office,  
Boston, Massachusetts, U.S.A.

To His Imperial Majesty,

The German Emperor William II.

Your Majesty:

It is my great privilege to inform Your Majesty that at the Annual Meeting of the Eastern Yacht Club, held on February twentieth, nineteen hundred and seven, Your Majesty was unanimously elected an Honorary Member in grateful recognition of the interest shown in the German-American Races.

Below is a copy of the vote of the Club.

I trust Your Majesty will confer upon the Club the distinguished honor of accepting this election.

By order of the Eastern Yacht Club

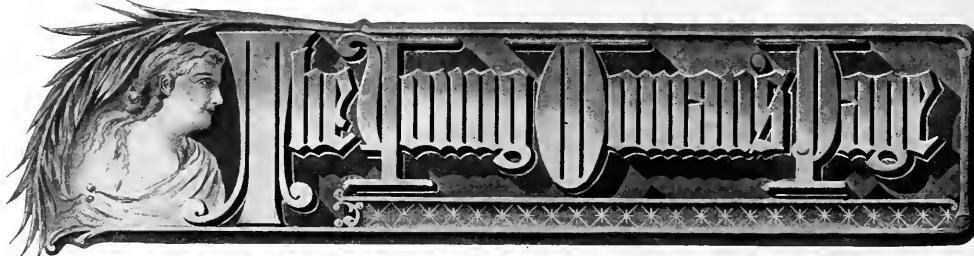
SECRETARY

Moved by Mr. Henry Howard and duly seconded  
that His Imperial Majesty, the German Emperor  
William II., be elected an Honorary Member of the  
Eastern Yacht Club, and that the hearty thanks of  
our members be extended to His Majesty for the  
honor conferred upon us by entrusting to our Club  
the American arrangements for the races for

His Majesty's Cup

FWMARTIN, BOSTON.

ACCOMPANYING MR. MARTIN'S LESSON. THE PRACTICAL USE OF ENGRAVERS' SCRIPT.



BY A. W. HOLMES, OF THE BAIRD-NORTH CO., PROVIDENCE, R. I.  
PAPER READ AT THE APRIL MEETING OF THE E. C. T. A.

## WHAT DOES A BUSINESS MAN EXPECT OF A STENOGRAPHER?

(Continued from May issue.)

Insist upon accuracy, and don't fail to tell your students to say "Whoa" when the dictator is getting hopelessly ahead of them. I don't mind being interrupted—I'm used to it, but to receive a letter with a few phrases, or a short sentence or two omitted is maddening; then, to add to the temperature, to have the fair one say, "That is what you said." Tell your girls never to say "That is what you said." It may be true, but it isn't diplomatic.

My advice then is, secure accuracy at any cost, then devote whatever time you can to speed—it's of secondary importance.

Next comes operating the machine. Accuracy again comes first, speed second, stick-to-itiveness third. The stenographer fresh from school accomplishes little because she cannot apply herself steadily to her work. She's as intermittent as dog with fleas.

Now, if our stenographer is to be worth while, she must spell well—it consists in knowing whether you know or not—being sure.

Oftentimes a girl isn't sure of her spelling, and moreover, she's too lazy to refer to the dictionary.

It's up to you to see to it that your students acquire the dictionary habit. I recommend that you include a dictionary in each shorthand outfit, and that you conduct a class for the study of words. Give it the dignity of a regular daily recitation of at least fifteen or twenty minutes. Prepare a carefully selected list of from 300 to 500 common, useful, pregnant words—words of many synonyms and assign say ten to a lesson; more would be too many.

I believe that the daily study of words and the careful comparison of the values and uses of their synonyms and antonyms would be of great benefit to your shorthand students. I believe it would induce the dictionary habit—first, by proving its undoubted value, and second, by impressing upon them the fact that a reference to the dictionary is easily and quickly made.

Our friend the stenographer must have a thorough knowledge of English and she must know how to punctuate. Punctuation is only made possible by carefully following the sense of the words—the meaning to be conveyed as voiced by the dictator.

Correct punctuation is not a matter of opinion. It is that use of commas, periods, etc., that enables the reader to grasp the exact meaning of the dictator.

Poor spelling is not uncommon; poor punctuation and poor judgment in paragraphing is very common. You don't pay enough attention to the paragraphs.

A stenographer should be taught penmanship as surely as a student of the commercial department. A great many stenographers are miserable writers.

I have seven card files of information in my desk that require attention daily, weekly, monthly and yearly, as the case may be. Without leaving my chair I can tell who has been late or absent, how many times, and how long. I can tell who among our manufacturers sell to jobbers and who to retailers, their terms and their evident business policy. I can tell the nature and amount of our supplies and their cost, the number of customers in each State, and how much money they have sent us, etc., etc. I expect my stenographer to keep these records up to date.

It is necessary that she write well, because I am particular on that point.

Each day, about five o'clock, a list of items that have been ordered by our customers and that are out of stock, is placed upon my desk. If I am away I expect my stenographer to order the necessary items with accuracy and judgment. Let me repeat, with accuracy and judgment.

I usually have a formidable array of pencils on my desk; those with sharp points are here, the dull ones there. I expect my stenographer to keep them sharp, and only a few girls know how to sharpen a pencil.

My desk is always in orderly disorder; I expect my stenographer to keep it clean and supplied with fresh blotters. Moreover, she isn't expected to disturb one thing.

I never dictate a letter that my stenographer is able to answer. I go through my correspondence and say, "Tell this fellow 'no' in a diplomatic way. Tell that one 'we are not interested' and to the waste basket, etc."

Such letters as I dictate I want returned just as I dictate them, with enclosures, if any—everything complete.

I am interrupted often while dictating. I don't mind it. But I want my stenographer alert to give me the last word, not a whole paragraph, as soon as I am ready to proceed. That's just wherein the average stenographer is a lemon. She isn't alert, she dreams and drifts, and after I have gotten back to my work—after I have dictated a sentence or so, she comes to with, "What did you say? Were you talking to me?" The greatest natural asset of a stenographer is what I call nimble-mindedness.

The average school proprietor, I believe, is afraid of his students. He doesn't call them down for fear of offending them.

It's refreshing to have a stenographer anticipate one's wants—to ask if she can't do so and so for you—to accept the responsibility of added detail.

Can you not contrive somehow to increase their capacity for detail?

I always intend to plan my work so that my stenographer can complete her work before closing time, but if I fail, I want her to stay right with it until completed if it means a half hour overtime.

It's a pleasure to have a stenographer ask if there is anything she can do before she leaves at night.

With us a stenographer's greatest advancement lies in her ability to become a correspondent—to dictate real live letters.

The call for efficient helpers is fast increasing, and thoughtful men realize that efficiency depends upon careful, scientific training.

You who manufacture stenographers must progress, because the more business men get in a stenographer, the more they will require, and rightly so.

Strive to teach your pupils the necessity of adaptation and application. Strive to develop in each a more forceful and positive personality—only positive people have executive ability. Strive to develop their energy, their caution, their common sense.

Impress upon them the importance of treating business as confidential—that loyalty is as great a virtue as honesty.

Listen—loyalty is a great word, and a greater quality.

When this subject was assigned me I requested four of our heads of departments to write me a letter stating what they expected of a stenographer. I will read a few extracts from those letters.

Just one sentence from No. 1:

"Above all, she should be conscientious in the performance of her work." That's loyalty.

Just two paragraphs from No. 2:

"I believe that the *first requisite* of a good stenographer is that she keep absolutely to herself everything connected with the correspondence of the firm which gives her employment." Loyalty again.

"A stenographer must concentrate on the subject in hand; her work must not be done mechanically."

Concentration. Another great word—another great quality. If you can develop concentration you are a genius—truly worthy of standing at a teacher's sacred desk.

Writes No. 3:

"A stenographer, owing to the nature of her position, often becomes possessor of private affairs that are not for public ears, and her ability to keep her knowledge from others should be closely watched at first. No business man wants to feel that his affairs are public property." He expects loyalty.

Two paragraphs from No. 4:

"A stenographer, to be really valuable, should be able to answer any questions arising in the department in which she is employed. She should be neat, business-like, careful and willing to do whatever work is required of her instead of feeling that her work must be wholly on correspondence. Stenographers who stick to dictation and machine work only soon become machines themselves and very seldom become valuable."

"*Above all*, a stenographer should realize that things written and talked about during business hours are to be forgotten when she leaves the office." Once more loyalty.

I have read these extracts to show you that not one of the four failed to emphasize LOYALTY.

I also requested two of our capable stenographers to write me a letter, telling me what a business man should not expect of a stenographer. These letters were very interesting. From No. 1 I will give you simply the last paragraph, in which she states what a stenographer should be:

"She should be quiet and courteous; must not be meddlesome; should not talk outside regarding the business, and in order to produce the best results, she should be interested in her work."

The paper from No. 2 is headed: "Don'ts for the Business Man," and they are so pithy and apropos that I will read the list:

1. Don't expect your stenographer to be a mind-reader—the Age of Wisdom has not come.

2. Don't expect her to never make mistakes—only angels are exempt from mistakes.

3. Don't forget that she is *not a machine*, and also that the Perpetual Motion theory hasn't worked out yet.

4. Don't expect her not to leave you if she gets a better position.

5. Don't expect that she is going to show an interest in the business unless you give her an encouraging word once in a while. All women like appreciation, and you don't need to be afraid she will get a swelled head if you cease handing out the lemons and pass her a lump of sugar as an antidote once in a while.

6. Don't bully her; don't blow smoke in her hair; don't swear at her; don't make love to her, and last, but not least, don't forget that she is HUMAN.

Teach your pupils that advancement is the result of purpose—of determined and continuous effort—free passes are not issued over the road to success.

In your President's address this afternoon he said: "Man is made by God, and by himself." No truer saying was ever uttered. Man must be his own architect. The old saying that "Opportunity knocks once at every man's door" is the merest tommy-rot. Opportunity never knocked at anybody's door, and never will. In fact, it is necessary for a man to break down Opportunity's door by hard work, stamina, character and unrelenting determination.

Hubbard says: "When in doubt mind your own business." Include that in your preachers on business ethics.

You do wrong if you don't give your students suggestions on the why, what and how of applying for a position. Have a page of printed rules or suggestions on this subject, and give each graduate a copy.

Again, you do wrong if you fail to give your students talks on how to keep a position after one has been secured. Moreover, a page of suggestions for future reference on how to hold a position.

I'm a great believer in printed instructions, and by exchanging ideas with a dozen schools you would soon be able to compile a very valuable lot of suggestions.

To sum it all up, a business man expects a stenographer to be punctual, polite and pleasant; to be accurate, alert and ambitious; to be earnest, energetic and efficient; to be reliable and *absolutely loyal*.

#### STUDENTS' SPECIMENS

Evidence of the good work done in the Moscow (Ida.) Business College is furnished by work from pupils of E. O. Draper, of that institution.

Exceptionally meritorious specimens have come to us from the International Business College, Ft. Wayne, Ind., where J. M. Fulton presides over the destinies of the penmanship classes. No more uniformly good work reaches us from any source. Mr. Fulton brings out the best there is in his pupils.

Progress along the right line is shown in the pages sent in from Nebraska by Emil Benson, whose work in Luther College, Wahoo, bears good fruits.

Other work which indicates that the young people at Luther Academy are doing their best under efficient instructors, comes to this office from J. M. Ohlson.

**A PAGE FROM THE PENMAN'S LIBRARY**

New York, Nov. 2, '86.

Friend Ames:

I wish to procure one of the Day tee-square gauged rulers with blades of medium length, and in perfect working order.

If you have one of that description to dispose of please to advise me and I will call and examine it.

Yours truly,

S. P. Spencer.

**AN ALBUM OF BEAUTIFUL PENMANSHIP**

A page from Volume I. of the *Penman's Library*. This volume, published some time ago to retail at 60 cents, is now being sent, postpaid, for fifteen two-cent stamps. The volume consists of forty pages, size 9x12, and contains the work of thirty-eight of the world's greatest penmen. Every student, teacher or admirer of beautiful writing should have a copy.

**STUDENTS' SPECIMENS**

From the Gowling Business College, Ottawa, Ont., J. D. McFadyen sends work showing the progress his pupils are making. All are on the right track.

Work done at the Williamsport (Pa.) Commercial College by pupils earning the certificate gives evidence of the high quality of instruction and enthusiasm of the pupils.

Excellent progress is being made by pupils of A. H. Dixon, at Head's College, Riverside, Cal. Some of the pupils are especially good.

Pupils at Alberta College, Edmonton, Canada, continue to rank with the best so far as quality of work in penmanship is concerned. D. Elston seems always to get good results.

High school work is always interesting, and none more so than that from the Yeatman High School, St. Louis. Under C. L. Eyster the results could not fail to be excellent.

The careful training of the pupils at the Scranton (Pa.) Commercial Institute is shown in specimens of handwriting from pupils of Charles F. Zulauf.

Always worthy of mention are the specimens of work which O. J. Browning sends in from the High School at Newton, Iowa. He is producing many certificate winners among the young people of Newton.

None of the work received in this office is more worthy of mention than that from St. Mary's College, Monroe, Mich. Efficient instruction and painstaking effort are apparent in every line received from that institution. The movement is free, the forms accurate and the lines graceful.

# A Crowning "New Typewriting"

First, Second, and Third Places Won by Advocates of Charles E. Smith's  
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At Providence, April 10, 1909, Miss Rose L. Fritz won the International Typewriting Contest for the third time in succession. This victory gives Miss Fritz permanent possession of the trophy donated by the Penman's Art Journal. In this contest Mr. Leslie H. Coombes came second and Miss Celia Shanrauth third.

## WORDS ABOUT WINNERS

The following brief summaries tell of some of the records held by advocates of Charles E. Smith's method as presented in "Practical Course in Touch Typewriting," and all are writers of ISAAC PITMAN SHORTHAND:

**ROSE L. FRITZ**, the World's Champion Typist, has maintained her title in the face of the keenest competition in twelve successive contests. She possesses the trophy presented by Office Appliances, representative of the American Championship, and also that presented by the Penman's Art Journal, representative of the International Typewriting Championship, having won each of these trophies three times in succession. Miss Fritz has twice won, and is the present holder of the \$1,000.00 Silver Trophy, representative of the World's Typewriting Championship. In the contest at Philadelphia for the International Championship, Miss Fritz copied 2,476 words, net, in 25 minutes, an average of 99 words a minute. **This is the best record that has ever been made in competition anywhere by any one.**

**LESLIE H. COOMBES**, the Amateur Champion, won the title at Madison Square Garden in October last from one of the largest lists of competitors ever assembled in a contest. His average for 30 minutes was 75 words a minute, net. At Providence, Mr. Coombes came second to Miss Fritz, averaging 77 words a minute, net, for one hour.

**ELISE SCOTT**, the School Champion for 1908, maintained an average rate from copy of 52 words a minute, net, for 25 minutes. Miss Scott's record was made immediately after having dictation for 25 minutes. Her net average for the 50 minutes' dictation and copying was 47 words a minute.

**CORINNE BOURDON**, the winner of the Silver Medal at the Students' Contest, at Providence, maintained a net average of 54 words a minute for 30 minutes. The fact that Miss Bourdon only began the study of typewriting in September, 1908, makes her record a most enviable one. In all the contests mentioned above, five words were deducted for every error.

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## ENGROSSING ALPHABETS

A page taken from *Practical Alphabets*, by H. W. Flickinger, a handy volume for the artist engrosser. The book consists of forty pages and cover, and gives complete lessons in all the useful styles of lettering—marking alphabets, German text, Old English text, Roman, Egyptian, Sickels, etc.—besides many styles suitable for diploma filling. The book

is published in three forms—loose slips printed one side for ten two-cent stamps, paper binding for thirteen two-cent stamps, and cloth binding for twenty-five two-cent stamps. Every teacher, student and penman should have this volume, the best product of Mr. Flickinger's skill.

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peel	fury	disease	perform
thorough	furry	decease	chord
collapse	poultry	parasol	embarrass
therefore	companies	nervous	gracious
guitar	agreement	arctic	corps
catarrh	bruise	foreign	corpse
lynx	sausage	rough	worsted
ledger	crevice	until	forecast
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**FOR SALE**—In a growing city of one hundred and thirty thousand inhabitants, a thoroughly advertised and finely equipped, up-to-date, good paying business school; owner engaged in other business pursuits. Address E. B., care of P. A. Journal.

**WANTED**—A competent and experienced male teacher of Benn Pitman shorthand for a desirable and permanent position. Engagement to begin August or September 1st. Applicants will please state salary desired, send photograph and give full particulars with first letter. Address Carnell & Hoit, Albany Business College, Albany, N. Y.

**FOR SALE**—Long-established and well-equipped business school in Southern New England city of 5,000 population. A good chance for any one with cash. Address S. N. E., care P. A. Journal.

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**WANTED**—A young man, student of apprenticeship, who is willing to learn high-grade engraving, is wanted by a New York firm. No compensation during apprenticeship term. Address "Y. Z.", care P. A. Journal.

## MIDLAND TEACHERS' AGENCY Offices: Warrensburg, Mo.; Richmond, Ky.; Pendleton, Oregon

Solicits correspondence with competent Commercial Teachers whose records will stand the closest investigation. No enrollment fees.

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## THE BREWER TEACHERS' AGENCY 1302 AUDITORIUM BUILDING, CHICAGO

## FIRST-CLASS TEACHERS WANTED

At this writing (April 2) we have more than 200 vacancies for teachers. Fifty of these places pay from \$1000 per year up. Free registration if you mention this JOURNAL.

**CONTINENTAL TEACHERS' AGENCY, Bowling Green, Ky.**

**NOTICE**—**KELLOGG'S TEACHERS' AGENCY**, 31 Union Square, New York. This Agency has filled a large number of fine commercial positions. Wanted for a large institution in Middle States, head of the commercial department, \$1,800; good penman, teach bookkeeping. Don't put off your registering here until too late. Send now. No charge for registration to commercial teachers. Form for stamp. Write to-day.

### PRINCIPALS AND TEACHERS, ATTENTION!

This is June, and if you have just realized that a change must be made, we offer you our services. We are in touch with more good teachers and good positions than ever before. We are better acquainted with the needs of schools and the qualifications of teachers than ever before. If you want a good teacher or a good position, write us at once and see what we can do. We wish we had room to quote some of the good words received recently from both school managers and teachers.

**UNION TEACHERS' BUREAU, 229 BROADWAY, NEW YORK.**

## PRESIDENT TAFT'S SUMMER HOME

The summer home of the Nation's Chief Executive is in "The Garden City of the North Shore" of Massachusetts, about a half-mile from the permanent home of the Nation's chief commercial teachers' agency. The White House clerical staff has quarters in the Beverly Board of Trade rooms, a stone's throw from the Beverly High School Building, and five minutes' walk from our office. Oh, by the way, we have just placed a man in Robert College, Constantinople, right in the midst of lively doings; another in the State College of Washington, at Pullman; a lady at the head of the shorthand department of the State Normal School, Salem, Mass., and a lot of other notable positions that are interesting, but not quite ripe for announcement. Now is the time to let us help you. More than 125 vacancies on our books to-day (April 30), and more than 200 available teachers—many first class. Information free.

**THE NATIONAL COMMERCIAL TEACHERS' AGENCY.**  
A Specialty by a Specialist.  
E. E. GAYLORD, Manager, 11 Baker Ave., Beverly, Mass.



**THE LAND OF OPPORTUNITIES—THE ALASKA-YUKON-PACIFIC EXPOSITION** will open the first of June for the purpose of exploiting the resources of the Pacific Northwest. We are specializing in the work of placing commercial teachers of the better grade. Wonderful opportunities for live commercial men and women in this growing country. Information for the asking.

**NORTHWEST TEACHERS' AGENCY,**  
615-616-617-618 Pioneer Building, Seattle, Wash.

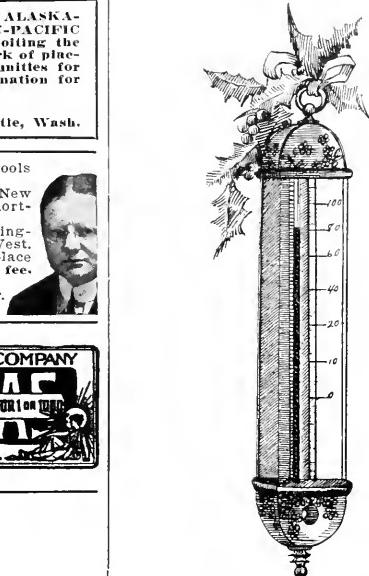


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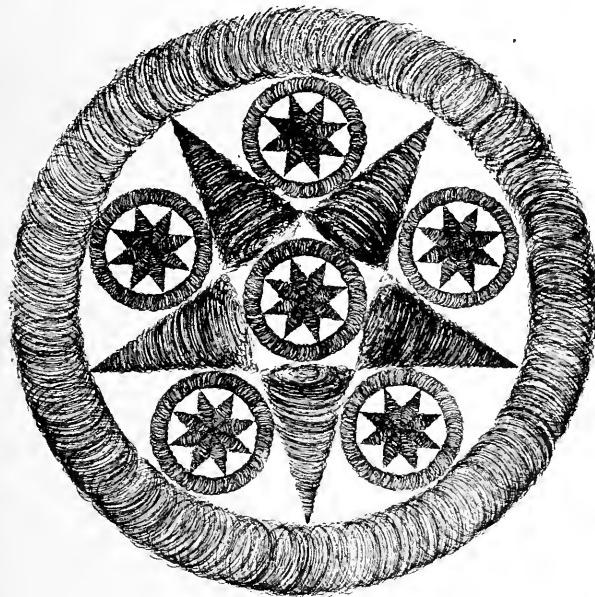
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There is at present the most active demand for graduates from the Teachers' Training Department of the **Rochester Business Institute** that this school has ever known.

Commercial teachers planning for next year should send at once for our new 1909 bulletin, giving particulars regarding our July and August Normal Courses for commercial teachers. **Term opens July 6 and closes August 13.** The bulletin contains the names of 127 graduates of the school now teaching in twenty-eight States and foreign countries.

Numerous inquiries for information indicate a large attendance.

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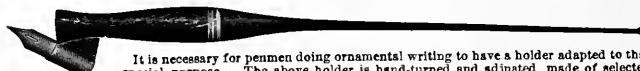
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Makes Good Writers  
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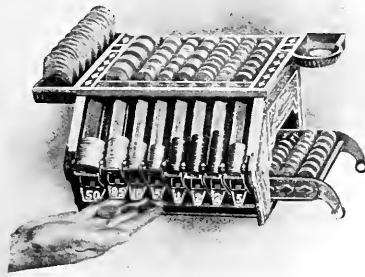
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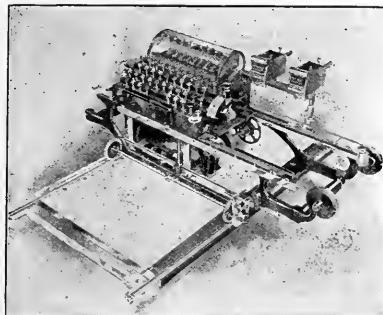
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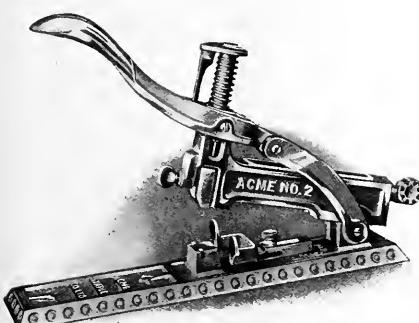
Knowing how to use the foot power attachment for the Adding Machine. Manufactured by the Litchfield Mfg. Co., New York.



Knowing how to use the Elliott Fisher Book Typewriter. Manufactured by the Elliott Fisher Co., Harrisburg, Pa.



Knowing how to use the Addressograph. Manufactured by the Addressograph Co., Chicago, Ill.



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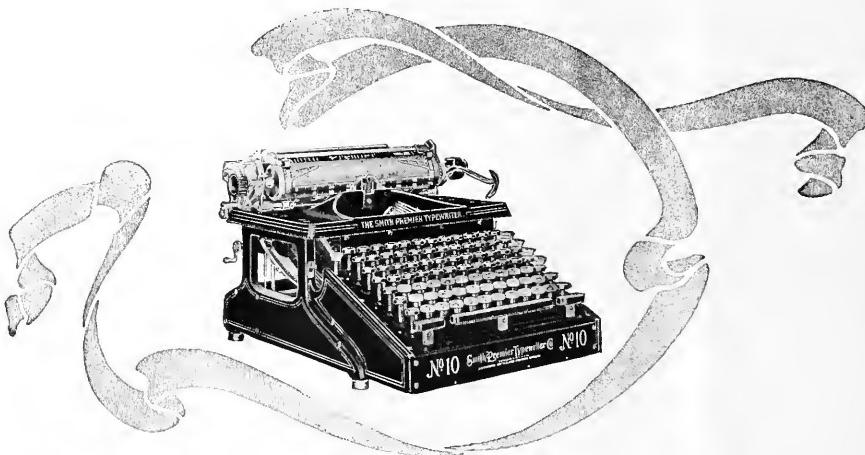
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Equally responsive in other features, it is the most efficient of typewriter servants.

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Yours very truly,

(Signed) G. R. CORNEIL.

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The Capital City Business College taught Gregg Shorthand exclusively until after the Jersey City Contest, in which the Chartier Students defeated the Gregg students 172 words in the final examination.

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## *Typewriting—*

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The plan of RATIONAL TYPEWRITING—"from the simple to the difficult"—backed up by a well-balanced and thorough course of instruction, has made it the leading text-book on this subject now on the market. A sample copy of the book will be sent on receipt of 50c.

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A convention of the Gregg Shorthand Association of America will be held in Gregg School, Chicago, during the week beginning August 2. All progressive teachers are cordially invited to attend.

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- ¶ Teachers who have used a **Williams and Rogers Commercial Publication** will never be satisfied with any other.
- ¶ The name "**Williams and Rogers**" spells thorough commercial training.
- ¶ It means the best modern business methods, taught in accordance with perfect pedagogical principles.
- ¶ It means publications which grew out of class-room work in the famous Rochester Business Institute.
- ¶ Of course, it's easy to make pneumatic statements—it's a popular practice—but what we have said here has one distinctive peculiarity—

*It Can Be Proved*

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This book combines the best characteristics of the older work, with many additional features of a pronounced kind, making it the most logical, simple and practical text-book of shorthand published. The book contains 233 pages, beautifully engraved and printed, and substantially bound in cloth. The retail price of PRACTICAL PHONOGRAPHY is \$1, postpaid.

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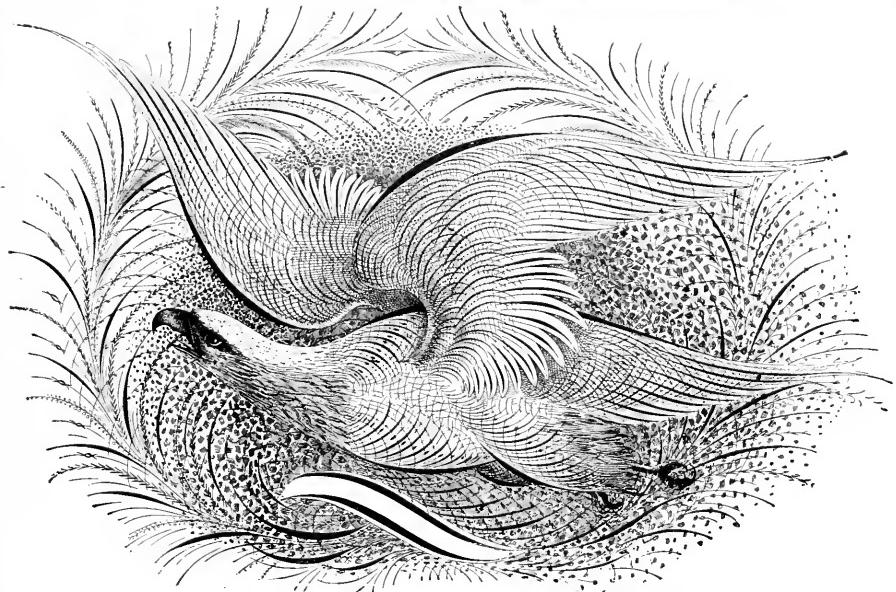
S. S. PACKARD, Publisher, 101 East 23d Street, New York

# PENMAN'S ART JOURNAL

VOL. 33

JULY, 1909

No. 11



However modest in its demeanor the bird of freedom may be during a greater part of the year, it has never been possible to prevent its screaming in the early part of July. This eagle from A. W. Dakin, Syracuse, N. Y., is a bird of exceptionally high character, and does credit to the species, the Fourth of July, and the skilful peman who created it. May its wings never be clipped and may none ever fly higher—this is the wish of every loyal citizen for the American eagle.

## RECENT JOURNAL VISITORS

William Heron, Jr., Manchester, N. H.  
H. B. Slater, Newtown (N. Y.) High School.  
William Billings, Danbury (Conn.) High School.  
L. C. Horton, Coleman College, Newark, N. J.  
M. F. Bellows, Newark, N. J.  
E. A. Stiles, Zanerian Art College, Columbus, Ohio.  
I. S. Preston, Philadelphia, Pa.  
W. L. Cochran, Wood's School, New York.  
Mrs. M. A. Merrill, Merrill College, Stamford, Conn.  
G. D. Heaume, Plainfield, N. J.  
C. H. Larsh, Miner's Business Academy, Brooklyn, N. Y.  
W. H. Patten, Merrill College, Stamford, Conn.  
M. L. Miner, Miner's Business Academy, Brooklyn, N. Y.  
E. J. Ryan, Eastern District High School, Brooklyn, N. Y.  
Byron Horton, Packard School, New York.  
Clyde L. Newell, Wood's School, Brooklyn, N. Y.  
H. W. Pelton, Burdett College, Lynn, Mass.  
Edgar M. Barber, U. S. Appraiser's Office, New York.

C. H. Condy, Burdett College, Lynn, Mass.

L. A. Hawkes, C. Howard Hunt Pen Co., Camden, N. J.  
G. W. Harman, Commercial High School, Brooklyn, N. Y.  
C. F. Homer, C. Howard Hunt Pen Co., Camden, N. J.

## MOVEMENTS OF THE TEACHERS

Miss Charlotte Crary, of Oberlin, Ohio, is the new teacher in the High School at Ely, Minn.

Conrad Morris is a recent teacher in the Beaumont (Tex.) Business College.

E. L. Hawk, this year with the Lead (S. Dak.) High School, goes next year to the Everett (Wash.) High School to teach commercial subjects.

N. R. Fiebig, of the Central Business College, Stratford, Ont., has engaged with that school for another year.

W. F. Marshall, of the Brantford (Ont.) Business College, has engaged with the Sarnia (Ont.) Business College as commercial teacher.

# *The Pennman's Art Journal*

PUBLISHED BY

**THE NATIONAL PENMANSHIP PRESS**

HORACE G. HEALEY, EDITOR  
229 BROADWAY, NEW YORK

**TWO EDITIONS.**

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THE PENMAN'S ART JOURNAL, News Edition. This is the regular edition with special supplement devoted to News, Miscellany, and some special public-school features. Subscription price \$1.00 a year, 10 cents a number.

All advertisements appear in both editions; also all instruction features intended for the student.

**CLUBBING RATES.**

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News Edition—\$1.00 a year. Five subscriptions, \$5.00; one hundred subscriptions, \$100.00.

After having sent in enough subscriptions to entitle the club sender to the minimum rate, as specified above, additional subscriptions in any number will be accepted at the same rate throughout the school year.

On foreign subscriptions, including Canadian, and on subscriptions in Boroughs of Manhattan and Bronx, New York, 25 cents a year extra, to pay for additional cost of delivery.

**ADVERTISING RATES.**

\$3.00 an inch. Special rate on "Want" ads. as explained on those pages. No general ad taken for less than \$2.00.

**CHANGE OF ADDRESS.**

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

**The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.**

**"TIS NOT IN MORTALS TO COMMAND SUCCESS, BUT WE'LL DO MORE, DESERVE IT!"**

Last year E. G. Lambertson had charge of the commercial work in the Fitzgerald Business College, Schenectady, N. Y. Next year he will be with the Duluth Business University, Duluth, Minn.

Two new teachers at the Philadelphia (Pa.) Business College are Mr. Leslie, of Roanoke, Va., and Mr. Paisley, of Wilmington, Del.

R. O. Wiggins, of the Chappaqua Mountain Institute, will be with the Lyndon Institute, Lyndonville, Vt., as commercial teacher during 1909-'10.

Helen D. Coffee, of Decatur, Ga., has accepted a position with the Georgia Military Academy, College Park, Ga.

Miss Marian A. Corey, a recent graduate of the commercial department of the Salem (Mass.) State Normal School, has been elected head of the commercial department of the Franklin (Mass.) High School.

Miss Clara A. Means, of the Spencerian Business College, Milwaukee, will be the commercial teacher in the high school at Tomahawk, Wis., next year.

M. J. Walters, formerly of Bedford, Ind., is now connected with the Illinois Business College, Chicago, Ill.

H. N. Mitchell, of the East Troy Conference Academy, Poultney, Vt., has been engaged as commercial instructor in the Springfield (Mass.) Business School.

W. M. Buckwalter is the new commercial teacher in the Grafton (N. Dak.) High School.

The Mosher-Lampman Business College, Omaha, Neb., has engaged Mr. Wirt for the commercial department and Mr. Biddinger for the shorthand department.

W. E. Smith, of the High School, Lawrence, Long Island, will have charge of commercial subjects in the Conneaut (Ohio) High School next year.

The Denison (Iowa) Normal School loses J. J. Forney, who will have charge of commercial subjects in the Rome (N. Y.) Business Institute during the coming year.

Mrs. Mary L. Buckmyer, of Malta, Ohio, is a new shorthand teacher in the Bagwell Business College, Atlanta, Ga.

Mr. Pribble, commercial teacher at College Springs, Iowa, has been elected to a similar position in the Hancock (Mich.) High School.

George E. Hess, of Millersville, Pa., has engaged with Burdett College, Lynn, Mass.

I. L. Calvert, for some time with Wood's School, Newark, N. J., and lately engaged in business in that city, is now principal of Drake College, Orange, N. J., taking the place of M. F. Bellows, who has accepted a position with the Fitchburg, Mass., Business College.

J. D. McFadyen, of the Gowling Business College, Ottawa, Ont., has dissolved partnership with Mr. Gowling and will manage the Bugbee Business College, Stanstead, Que., the coming year. Mr. McFadyen is a very successful all-round commercial school man.

Mrs Gertrude Jay, of Creston, Iowa, is a new teacher in the Blair Business College, Spokane, and Miss Gertrude O. Hunnicutt, head of the shorthand department of the Lansing (Mich.) Business University, will also be with the Blair Business College next year.

R. A. Smith, of Charleroi, Pa., will have charge of the commercial work in the Creston (Iowa) High School next year.

E. A. Zeliadt, a recent graduate of Penn College, Oska-loosa, Iowa, has been selected as commercial instructor in the Jacob Tome Institute, Port Deposit, Md.

John P. Arends has accepted a position with the Kenosha (Wis.) Business College.

C. B. Starr, of the Lakewood (N. J.) High School, has been added to the staff of commercial instructors in the Utica (N. Y.) High School.

Miss Clara M. Johnson, of Rock Island, Ill., is the new shorthand teacher in the Muskegon (Mich.) Business College.

Miss Annie L. Rogers, of the Muskegon (Mich.) Business College, goes to the Port Arthur (Tex.) Business College.

F. F. Price, of the Bay City (Mich.) High School, is no longer teaching, the school board having created the office of business agent and immediately selected Mr. Price for the place.

R. C. Anderson, of the Spencerian Business College, Milwaukee, will be an assistant commercial teacher in the Northwestern Business College, Spokane, Wash.

## **PINK WRAPPER**

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

**CHANGE OF ADDRESS**—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.

Miss Ethel R. Moulton, who for two years has been in charge of shorthand at Benton's Business College, New Bedford, Mass., will handle similar work in the Portsmouth (N. H.) High School next year.

The new teacher of bookkeeping in the Muncie (Ind.) Business College is L. M. Rauch. He is a man of considerable experience.

H. M. Heaney, of Norwalk, Ohio, several years well known as the leading commercial teacher in Ferris Institute, Big Rapids, Mich., will have charge of the commercial department of the College of Commerce, Kenosha, Wis., hereafter.

Hasting Hawkes, a well-known and very successful young commercial teacher of the East, has been chosen as commercial teacher in the Passaic (N. J.) High School.

Miss Carolyn Hankinson is the principal of the shorthand department in the Portland (Ore.) Business College.

W. R. Hill, manager of the International Business College, Newport News, Va., becomes principal of the Drake Business College, Jersey City, N. J.

Alonzo R. Willoughby, of Carthage, Mo., has been chosen as commercial teacher in Whitmore's Business College, St. Joseph, Mo.

E. H. Wood, a recent Zanerian student, and S. O. Smith, of Ottawa, Ont., are new commercial teachers in the Scranton (Pa.) Business College.

The Richmond (Ind.) Business College has added Miss Orpha Tolle to its teaching staff as teacher of shorthand.

G. T. Wiswell, who has been giving excellent satisfaction during the past year in the commercial department of the High School at Plymouth, Ind., has accepted a much better place with the Valley City Commercial School, Grand Rapids, Mich., for the coming season. Mr Brooks, of the Grand Rapids school, has made no mistake in securing Mr. Wiswell, who is not only a first-class teacher, especially strong in business writing, but also a man of the highest character.

J. E. Nutter, a very successful commercial teacher for a number of years among Eastern schools and one of the graduates of the Rochester Business Institute, has just accepted a position as credit man and office manager with the Sibley, Lindsay & Curr Co., of Rochester, an instance of an application of the old saying, "Physician, heal thyself."

A. A. Erblang, of the Quincy (Ill.) High School, goes next year to the Academy of Idaho, at Pocatello, as instructor in commerce.

Miss Jennie L. Skinner has been chosen as an assistant in the new Port Arthur (Tex.) Business College. Louis J. Magenis, of Eastman College, Poughkeepsie, N. Y., will have charge of the department of Spanish in this school.

C. G. Prince, who has been supervisor of penmanship in the Bridgeport, Conn., public schools, will represent the American Book Company's penmanship interests after the close of this school year.

C. V. Crumley, of the Enid (Okla.) High School, is now with the Gregg School, Chicago, Ill.

Miss Grace M. Boyer, private secretary to President Charles King, of Elizabeth College, Charlotte, N. C., will have charge of the shorthand department of the Rhode Island Commercial School, Providence, during 1909-10.

Miss E. Virginia Grant, of Amherstburg, Ont., has accepted a position with the Santa Rosa (Cal.) Business College.

D. J. Hostetter, formerly of the Central Business College, Chicago, Ill.; is now located at Memphis, Tenn.

Lon K. Milburn, recently with the Gregg School, Chicago, goes to the Wabash Business College, Terre Haute, Ind.

The Cortland (N. Y.) Business Institute has secured the services of N. H. Roberts, head of the commercial department of the Dunsmore Business College, Staunton, Va.

Frank Morris, of the Metropolitan Business College, Chicago, Ill., goes to Pekin, Ind.

N. A. Fulton, last year principal of the Merrill Business College, South Norwalk, Conn., will next year have charge of the commercial department of the Derby (Conn.) High School.

S. F. Benson, Royal Oak, Md., will have charge of the shorthand work of the National Business College, Roanoke, Va., during the coming year.

S. E. Leslie, for a number of years with Eastman College, Poughkeepsie, N. Y., goes to the Rochester (N. Y.) Business Institute the coming year.

Arthur T. Henderson, of the Stratford (Ont.) Business College is a new shorthand teacher in the Albany (N. Y.) Business College.

Edward G. Kayser, who has formerly been connected with schools in Illinois and Indiana and is a high-class teacher and professional penman, is now principal of the commercial department of the Indiana Business College, Indianapolis, Ind.

#### FRESH BUSINESS LITERATURE

An unusually neat little booklet has reached us from Heald's Business College, Reno, Nev. Some word painting relative to the beauties of the "Queen of the Sierras," wreathed with the snow-crested mountains, would be enough to lure the prospective pupil to Reno even without the statement of practical advantages to be derived from a course in the school.

If the prospectus of the Cortland, N. Y., Business Institute is a fair sample of what we may expect this season in the way of school advertising, notable additions will be made to business school art and literature. L. E. Edgecomb, principal of the school, is entitled to congratulations. He has built up in a small city where he started a few years ago with only \$25 in his pocket a school which enjoys a high reputation throughout the State. There were only five pupils in attendance when he took charge of the school. Mr. Edgecomb is one of those men who create opportunity and those parents who send their children to him for business training will be placing them with a man who can make practical demonstration of his theories.

Business college journals have reached us from the following schools: Jeffersonville (Ind.) Business College; Spencerian, Spencerian Business College, Louisville, Ky.; *The Record*, Bryant & Stratton Business College, Providence, R. I.; *The Review*, Lawrence (Kan.) Business College; *Oberlin Business College News*, Oberlin (Ohio) Business College; *The News Letter*, Barnes Commercial School, Denver, Col.; *The Business World*, Detroit (Mich.) Business University; *Eric Business College Journal*, Eric (Pa.) Business College; *Opportunity*, Monroe (Wis.) Business Institute.

Booklets and other advertising matter come from the following: Williams Business colleges, Kenosha and Milwaukee, Wis.; Springfield (Mass.) Business School; Pottsville (Pa.) Business College; New York University, New York City; C. C. Stone, Utica, N. Y.; F. W. Martin Co., Boston, Mass.; Remington Typewriter Company, New York; Isaac Pitman & Sons New York; Addressograph Company, Chicago, Ill.; W. E. Dennis, Brooklyn, N. Y.; R. A. Grant, St. Louis, Mo.; Spencer Business College New Orleans La.; Practical Text Book Company, Cleveland, Ohio; Underwood Typewriter Company, New York; Sadler's Business College, Baltimore, Md.; Smith Premier Typewriter Company, New York; Oliver Typewriter Company, New York; J. C. Steiner, Waukesha, Wis.; L. C. Rusmisel, St. Joseph, Mo.; B. D. Berry & Co. Chicago, Ill.; Lockwood-Stoltz Art School, Kalamazoo Mich.

## COPIES FOR SUMMER PRACTICE

Plate No. 1.

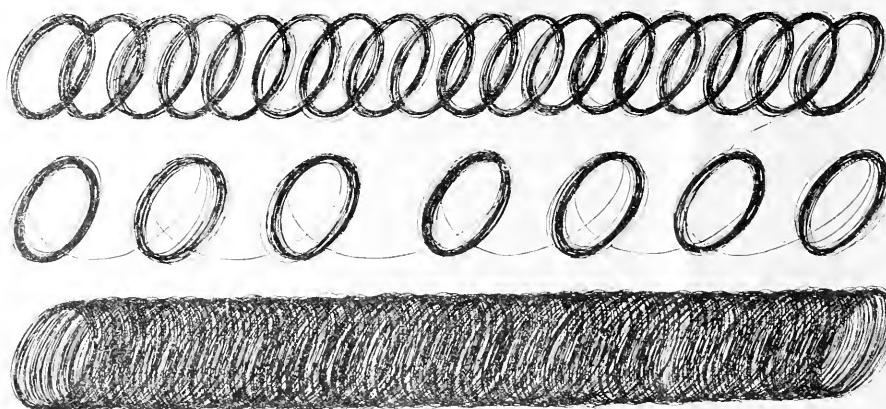
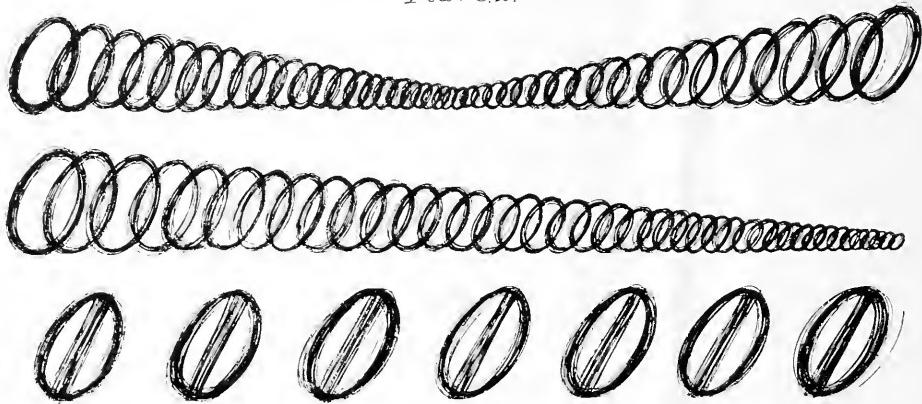


Plate 2.



MOVEMENT DRILLS BY W. A. BODE, FAIR HAVEN, PA.

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FIGURES BY R. S. COLLINS, PHILADELPHIA, PA.

Business Writing.

A B C D E F G H I J K L M  
 N O P Q R S T U V W  
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 1 2 3 4 5 6 7 8 9 ° ¢ ¤ ¦ ª º ¸ ¸ ¸

Swanton, Vt., 10-24-03.

Mr. F. A. Dunn,

Bennington, Vt.

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 SSP OCK WL WkL DcT Dck K  
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 AVE VVY WYV CKB OEB ABK C  
 OEB NKB CYR GB GbR AGB D  
 YGB GYK GYI GSY SGS GSK N  
 GKB GKP GKT WCB OCH LNK G  
 LMF MBK MBG VCF GAB GCR L

# THE PENMEN'S EXCHANGE

During the coming year we hope to have contributions for this department from all the leading penmen. We want the best that the profession can supply. It is the plan to make this department one of the most interesting in the magazine.

## EDITOR'S SCRAP BOOK

Some nicely written cards have reached our desk from the pen of F. Coburn, Lowell, Mass.

Frank Morris, now of Pekin, Ind., favors us with some ornamental signatures that are certainly a delight to the eye. Mr. Morris is a former pupil of that peerless penman, W. A. Hoffman.

A. W. Hemmert, of Wapakoneta, Ohio, swings a very skilful ornamental quill, which fact we note from some cards received.

A. B. Black, of Bloomsburg, Pa., has sent us a very unique ornamental set of capitals, executed in red and black ink.

Henry Carmean, of Coeur d'Alene, Idaho, and E. F. Whitmore, of Washington, D. C. have favored us with excellently written letters.

Superscriptions worthy of mention this month come from A. W. Dakin, Syracuse, N. Y.; L. Madarasz, Knoxville, Tenn.; E. A. Rishor, Bridgeport, Conn.; D. T. Ames, Mountain View, Cal.; J. J. Bailey, Toronto, Ont.; T. Courtney, Ogden, Utah; E. F. Whitmore, Washington, D. C.; J. M. Latham, Quincy Ill.; E. T. Overend, Pittsburgh, Pa.; Henry Carmean, Coeur d'Alene, Idaho; M. P. Ropp, San Francisco, Cal.; J. H. Janson, Napa, Cal.; J. D. Todd, Salt Lake City, Utah; N. C. Brewster, Covington, Pa.; W. S. Hiser, Richmond, Ind.; L. Tjossem, Cortland, N. Y.; O. J. Browning, Newton, Iowa; C. W. Ransom, Kansas City, Mo.; R. C. Haynes, Lewiston, Me.; H. G. Burtner, Pittsburgh, Pa.; W. E. Dennis, Brooklyn, N. Y.; M. M. Murphy, Seattle, Wash.; A. K. Ferroe, Madison, Minn.; J. W. Swank, Washington, D. C.; T. C. Knowles, Pottsville, Pa.; P. W. Costello, Scranton, Pa.; J. H. Bachtkenkircher, Lafayette, Ind.; A. M. Wonnell, Lima, Ohio; E. J. Goddard, Bridgeport, Conn.; A. McIntyre, Central Falls, R. I.; L. M. Kelchner, Des Moines, Iowa; G. T. Wiswell, Plymouth, Ind.; D. L. Musselman, Quincy, Ill.; C. S. Chambers, Covington, Ky.; J. A. Snyder, Big Rapids, Mich.; H. E. Hervig, St. Louis, Mo.; G. G. Hoole, Trinidad, Col.; Frank Morris, Pekin, Ind.; H. C. Clark, Conneaut, Ohio; C. J. Gruenbaum, Lima, Ohio; H. W. Fatten, Phila-

delphia, Pa.; E. J. Plantier, Bellows Falls, Vt.; Fred Berkman, Spokane, Wash.; W. J. Elliott, Toronto, Ont.; C. F. Zulauf, Scranton, Pa.; C. W. Jones, Brockton, Mass.

## INVITATIONS RECEIVED

The Graduating Class of the Greer Business College, Braddock, Pa., request the honor of your presence at their Commencement Exercises on Friday evening, June 11, 1909, at 8 o'clock. Carnegie Library Hall.

The Class of 1909 of the Spencerian Commercial School, Cleveland, Ohio, requests your presence at the Sixty-first Annual Commencement, on Thursday evening, June 17, at 8 o'clock. Euclid Avenue Baptist Church.

Twenty-third Class Goldey (Wilmington) Commercial and Shorthand College requests your presence at the Graduating Exercises, Monday, June 21, 7:30 P. M. Eleventh Street Rink.

The Faculty and the Senior Class of Saint Mary's Academy, Monroe, Mich., desire the honor of your presence at the Commencement Exercises, on the afternoon of Wednesday, June 16, 1909.

The Faculty and Graduating Class of the Utica, N. Y., School of Commerce request the honor of your presence at the commencement exercises, Thursday evening, June 24, 1909. New Century Auditorium.

The Class of 1909, McCann's Business College, Mahanoy City, Pa., requests the honor of your presence at the commencement exercises, Monday evening, June 21, 1909. Family Theatre.

The Graduating Class of 1909 of Rogers & Allen's School, Fall River, Mass., invites you to attend the Annual Graduation Exercises. Class Day exercises at the school, Monday evening, June 21, at 8 o'clock. Public Graduation exercises, Academy of Music, Tuesday evening, June 22, at 8 o'clock.

The MacCormac School will be pleased with the honor of your presence at the fifth annual Commencement Exercises, Tuesday evening, June 22, at 8 o'clock. Woodlawn Masonic Temple, Chicago.

New York City. 7/12/109  
First National Bank.  
Pay to T. Lowenhaupt \_\_\_\_\_ or order  
Two Hundred \_\_\_\_\_ Dollars  
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W. J. Diamond & Son

**ANNUAL CONVENTION CENTRAL COMMERCIAL TEACHERS' ASSOCIATION, DES MOINES, IOWA, JUNE 3-5, 1909**

The Central Commercial Teachers' Association convention at Des Moines presented several unique features, among which was the absence of a formal program, the time being given mainly to the feature called "The Model School," including model classes in English, shorthand, typewriting, arithmetic, bookkeeping, penmanship, besides a model faculty meeting, etc. The president's address was not delivered until the afternoon of the second day; the banquet was held at the unusual hour of 5:15, and was followed by a theatre party at Ingersoll Park, where vaudeville stunts which the members witnessed seemed to offer the needed relaxation from the work of the day. The only formal papers read were those of H. B. Boyles, Omaha, entitled "Making Good;" Harlan Eugene Read, Peoria, entitled "The Inspiration of Personality," and the Hon. Lafayette Young, editor of the *Des Moines Capital*, entitled "The Trend of Business." These addresses were not delivered until just before the close of the convention on Saturday morning.

The president, R. H. Peck, delivered no formal address, but simply spoke from the heart in regard to his views as to fake schools and the lack of competent teachers in the business college work. It was Mr. Peck's idea that too much attention could be paid to the matter of fake schools and not enough to the improving and perfecting of our own course of study, equipment, etc. In view of the emphasis which was laid upon the subject of fake schools by the Western School Managers' Association (meeting at the same time and place), Mr. Peck's declaration that there was no such thing as a fake school was, to say the least, startling.

The other main idea emphasized by Mr. Peck was that something must be done to supply more teachers and better teachers for the business colleges. He thought that the schools most vitally interested, by reason of their number, should get together to form a nucleus of a normal school which would take the would-be commercial teacher and give him whatever training he desired. Mr. Peck's views seemed to meet with general approbation, but no definite action was taken looking to the carrying out of his ideas.

The first evening was given over entirely to the reception and registration of members, very brief talks by A. F. Gates, R. Scott Miner and Miss Van Sant, and a musical program by representatives of the Highland Park College of Music. The real work began on Friday morning, when the address of welcome was delivered by O. E. French, of Des Moines, and responded to by C. W. Ransom, Kansas City. Several more musical numbers were given, which were very pleasing.

Following the formal addresses of welcome and response, President R. H. Peck turned the meeting into a model school, and in the absence of I. H. Carothers, who was to deliver a five-minute talk on "Morning Exercises," proceeded to illustrate how he talks to his teachers in faculty meeting before taking up the day's work. In these instructions the getting of results is emphasized. It is Mr. Peck's idea that a teacher must be impressed with the fact that the proprietor demands results, and that he cannot afford to continue the salary unless the results are forthcoming. He said: "Our students must go out into the business world armed so that they will be heard from after graduation. Success is wrapped up in the teacher's personality now or it isn't, and the sooner he finds out whether it is or not, the better for him and the student. Have enthusiasm. It will carry you over obstacles where nothing else will. The teacher who has lost his grip is on the brink of failure. The only way to secure enthusiasm is to be convinced that you are doing the best thing that you could do. . . . Save that poor, dull pupil to the

school, and make him a bright and shining light, and I will say you are a good teacher. Most any kind of a teacher can keep school, but few can teach school."

Following this topic the convention divided into two sections, one being a model school in the business subjects, and the other model school in the shorthand subjects. In the business section the first model lesson was one in commercial law by F. J. Meier, Des Moines, which was discussed by George W. Jones, C. A. Wessel, Des Moines, and others.

The second lesson was in arithmetic, and was handled by G. E. King, Cedar Rapids, in which he paid special attention to percentage and emphasized the importance of the fundamental operations.

Following this W. H. Gilbert, Marshalltown, Iowa, presented a model lesson in bookkeeping, which was confined to the trial balance. This lesson was discussed in the afternoon by G. W. Brown, who advocated the teaching of arithmetic as the foundation for bookkeeping. Mr. Brown thought that the writing out of long sets was largely a waste of time, and that the arithmetic, together with good work in the principles of debit and credit, could well take its place.

The model lesson in penmanship, which was to have been presented by A. N. Palmer, was acceptably given by C. W. Ransom, who taught a beginning lesson, with special reference to finger gymnastic movement drills and the analysis of letters, etc. In the discussion of this, G. W. Brown, L. M. Kelchner, Des Moines, and D. Crowley, Boone, Iowa, led. Mr. Brown spoke against hurrying pupils too much, and against training them into habits which would have to be broken later on. He also advocated a condensed style which would take but little space on the line.

The election in this section resulted as follows:

*President*—F. M. Watcpaugh, Aurora, Neb.

*Secretary*—W. O. Jones, Highland Park College, Des Moines, Iowa.

The first model lesson to be presented in the shorthand section was that in typewriting by Miss Van Sant, Omaha, which was discussed by Miss Louise Bredimus, Des Moines; P. W. Errebo, Pittsburg, Kan.; W. N. Watson, Lincoln, Neb.; Raymond P. Kelley, Chicago; W. H. Coppedge, Mankato, Minn.; Miss Elizabeth Irish, Iowa City, Ia.; Miss Mae Hoagland, Kansas City, Mo., and others. Miss Van Sant's pupils were a number of the teachers present, many of whom were rather mature for the job! The placing of the fingers, the returning of the carriage, the inserting of the paper and striking of the space, bar and keys, etc., were dealt with by Miss Van Sant in a capable manner. In the discussion of this lesson there was a good deal said about the matter of requiring perfect work. The consensus of opinion, however, was in favor of insisting on absolute accuracy, not merely for the sake of the typewritten product, but also for the sake of its effect on the character of the pupil.

A model lesson in dictation by Mary Horner, Waterloo, Iowa, followed. Miss Horner's plan is to require her dictation class to present a studied dictation lesson from whatever dictation book is in use. In this class she has pupils who are supposed to have had no dictation except that of the supplementary work in the text-book. The work, as brought to class, consists in one line of shorthand written in the notebook, followed by two blank lines, etc. The pupils then write in the shorthand again from the dictation of the teacher, and subsequently from the dictation of members of an advanced dictation class, who are put with the slow dictation class, so that they will get what amounts to a review of the dictation book by dictating it to the slower pupils. Should the advanced pupils object to what looks like demotion, some difficult matter is given them, and they soon see that their speed

is not so great as they thought. The pupils are required to read back to each other, and the notes are criticized in as much detail as the teacher thinks necessary. This subject was discussed by J. A. Gunsolley, Lamoni, Iowa; Miss Carrie Clarke, Des Moines; W. X. Watson, A. C. Van Sant, Miss Mollie Wilson and others.

In the absence of C. T. Smith, Kansas City, the model lesson in English was presented by Carl C. Marshall, who dealt with the verb. Upon being given a faulty definition of the verb, Mr. Marshall proceeded to show why it is faulty, and then explained his method of dealing with the five forms of the irregular verb, naming them the present, the singular or "S" form, the past, the perfect and the imperfect. He then laid down some of the laws governing the uses of these five forms, and gave the class an exercise in applying these rules. In the discussion W. X. Watson, Lincoln, said that he thought we had put too much emphasis on the declining of nouns, conjugating of verbs, etc., etc., instead of dealing with the things being talked about, such as the whole subject, the whole predicate, etc. G. A. Rohrbough took issue with Mr. Marshall's radical ideas, especially with his statement that the verb does not always agree with the subject in person and number.

As the time did not permit of the discussion of the general subject entitled "What I Want to Know," the election of officers was held as follows:

President—Carrie Clarke, Des Moines, Iowa.

Vice-President—W. X. Watson, Lincoln, Neb.

Secretary—Mollie Wilson, Dubuque, Iowa.

#### THE BANQUET.

The banquet was disposed of in record time, the speaking being finished in time to allow the guests to attend the theatre at Ingersoll Park. C. D. McGregor, as toastmaster, was in his usually happy and witty vein. The first speaker, G. L. Moody, Hutchinson, Kan., after paying a compliment to the ladies, related several good stories which convulsed his hearers with laughter, and then gave way to Miss Mary Horner, Waterloo. Miss Horner's theme was "The Value of the Schoolmistress to the Community." She pointed out the unique position of responsibility and power occupied by the schoolmistress and paid a tribute to the work of Mary Lyon.

W. A. Warriner, Des Moines, was the next speaker, who had assigned to him the subject "Round People in Square Holes," which he handled with tact. He said that most men were misfits. "School Days," by G. W. Brown, was next in order, and proved an interesting string of reminiscences of the beginnings of business education. Mr. Brown said that he didn't like to indulge in reminiscences because it seemed to class him with the "has beens," while he felt very much like an "is-er." He closed by saying that he had never felt more enthusiastic and interested in commercial teaching, and that he wanted to see the work thrive and grow until it shall be recognized in this country as a force.

Carl Marshall's topic was "Words," and while they were few they were choice and witty. He closed abruptly, on the plea that the theatre party would prove more interesting than "Words."

#### TYPEWRITING CONTEST.

There were fifteen entries in the second annual school typewriting contest, the preliminary heat of which was run on Friday afternoon. The tests were five minutes each of dictation and copying. The contests were supervised by a committee composed of J. J. Coffey, H. L. Lady and Inez Thomas, Des Moines; Mac Hoagland, Kansas City, with W. H. Gilbert, Marshalltown, Iowa, as chairman. The names of

the entrants, the schools represented and the machines used follow:

Pearl Mason, C. C. C. C., Des Moines—Underwood.  
Margaret Gilbert, C. C. C. C., Des Moines—Underwood.  
P. E. Becker, C. C. C. C., Des Moines—Remington.  
Lorena Popejoy, C. C. C. C., Des Moines—Underwood.  
Clara Shannon, C. C. C. C., Des Moines—Underwood.  
Mayme Hasty, C. C. C. C., Des Moines—Remington.  
Blanche Barr, C. C. C. C., Des Moines—Underwood.  
Irma Kier, Brown's Business College, Davenport, Ia.—Smith Premier.

Mae Hoffman, Waterloo Business College, Waterloo, Ia.—Underwood.

Anna Jennings, Cedar Rapids Business College, Cedar Rapids, Ia.—Smith Premier.

Charlotte Shaughnessey, Cedar Rapids Business College, Cedar Rapids, Ia.—Remington.

Elsie Carlson, Brown's Business College, Galesburg, Ill.—Underwood.

Nina Wilcox, Waterloo, Ia., Business College—Underwood.

Henrietta Maas, Van Sant School, Omaha, Neb.—Smith Premier.

Lucy Stevens, Brown's Business College, Rockford, Ill.—Underwood.

#### FINAL TYPEWRITING CONTEST.

On Saturday morning the final heat in the contest was held, consisting of fifteen minutes each of dictation and copying. The results were as follows:

##### DICTATION TEST.

	Gross Words.	Gross Rate.	Errors.	Penalty.	Net Rate.
Elsie Carlson.....	833	55 8-15	35	175	43 13-15
Irma Kier.....	720	48	24	120	44 2-3
Mae Hoffman.....	823	54 13-15	19	95	48 8-15
Nina Wilcox.....	743	49 8-15	18	90	43 8-15
Margaret Gilbert.....	570	38	51	255	21

##### COPYING TEST.

Elsie Carlson.....	988	65 13-15	22	110	588-15
Irma Kier.....	910	60 10-15	19	95	54 1-3
Mae Hoffman.....	945	63	53	265	45 1-3
Nina Wilcox.....	844	56 4-15	31	155	46 3-5
Margaret Gilbert.....	809	53 14-15	27	135	44 14-15

##### FINAL NET AVERAGES.

Elsie Carlson, Brown's Business College, Galesburg.....	Underwood.....	51½
Irma Kier, Brown's Business College, Davenport .....	Smith Premier.....	49½
Mae Hoffman, Waterloo Business College, Waterloo.....	Underwood..	46 14-15
Nina Wilcox, Waterloo Business College, Waterloo .....	Underwood—	45 1-15
Margaret Gilbert, C. C. C. C., Des Moines .....	Underwood..	32 29-30

After the winner, Miss Carlson, had received her prize from the hands of Mr. Brown, and congratulations and consolations had been passed around, the meeting proceeded to listen to the only formal addresses on the programme. The first of these was a paper entitled "Making Good," by H. B. Boyles, Omaha. Mr. Boyles said, in part:

"The commercial school, in order to fill the most useful place in the educational field, can take the next step toward making good by creating a business atmosphere in the school. It is the business college's purpose to instruct young people in business, and, in my opinion, the commercial college equip-

ment should be a business equipment. Don't expect the boy who is taught bookkeeping on a kitchen table to feel at ease when he is called upon to look through plate glass and ornate wire screens behind a bank counter, or is seated at a handsome rolltop office desk. \* \* \* Cheap equipment and a ramshackle building command no respect from students and arouse suspicion among business men, who look to you for assistants. \* \* \* Can't afford these things? Certainly not, unless you charge what the work is worth. The cut-rate college is not making good; the cheap school is not making good; the give-something-for-nothing school will never make good. \* \* \* I believe in bumping elbows with business men, in being a mixer. Under all circumstances and conditions be a public-spirited citizen. Talk with your business men, find out what they want your students to know, and make good by supplying their needs. Let everybody know that you are a business man and very much alive."

Following this paper Hon. "Lafe" Young, the noted editor of the *Des Moines Capital*, the man who nominated Roosevelt for the Vice Presidency, gave a brief informal talk on "The Trend of Business." Mr. Young said that he thought shorthand and typewriting had been invented to crush the hopes of the man who wanted to make a speech; that if any man of ordinary intelligence should see a *verbatim* report of his remarks he would take an opiate or retire to a secluded place and weep. He said that the trend of business is toward greater concentration and greater directness in all things. We must give the counting room credit for keeping up with this trend and for eliminating the waste. There is a better grade of talent and fitness in the best offices than there ever was before. Much of this is due to the men and women who are training the boys and girls in the business schools.

"The Inspiration of Personality," by H. E. Read, followed. In this address Mr. Read dwelt upon the historic instances of the power of personality, and called attention to its importance in the lives of all, regardless of their calling. He said that personality could be cultivated for good and for evil, and that the teacher in the business school had an enviable opportunity to develop in his charges the best type of personality. Sooner or later we commercial teachers will be compelled to teach salesmanship, of which personality is the chief essential.

Following the completion of the foregoing programme the election of officers was held, with the following result:

*President*—H. E. Read, Peoria, Ill.

*Vice-President*—G. E. King, Cedar Rapids, Iowa.

*Secretary*—Lena Vogt, Cedar Rapids, Iowa.

*Treasurer*—C. W. Ransom, Kansas City, Mo.

*Chairman Executive Committee*—H. B. Boyles, Omaha, Neb.

Place of next meeting, Omaha, Neb.

Although the programme was finished by 1 o'clock, a number of the members remained over to visit the Des Moines Army Post and to inspect the Capitol Building. By night, however, the convention was a thing of the past, and Des Moines lapsed into its normal calm.

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#### GREGG SHORTHAND ASSOCIATION OF AMERICA

#### Preliminary Program of the Fourth Convention, to be Held in Gregg School, Chicago, from August 2-6, 1909

The meetings will be held from 9 a. m. to 1 p. m., and possibly one or two afternoons. It is intended to follow the plan of the Grand Rapids meeting by devoting the afternoons to recreation and outings.

While the assignment of topics has not yet been completed, the general plan will be as follows:

#### THEORY WORK.

Papers, discussions and "Model Classes," covering the three distinct features of all instruction:

1. PRESENTATION, OR EXPLANATION of the rule and principles.

2. PRACTICE OR DRILL, to deepen impression and develop skill.

3. TESTS OR EXAMINATIONS, to ascertain results.

NOTE.—It is intended to cover every part of the theory work, and in such a way as to give a practical working knowledge of the methods followed by successful teachers.

#### ADVANCED WORK

Papers, discussions and "Model Classes," covering:

"From Theory to Practice,"

"Methods and Materials,"

"Developing Skill in Execution,"

"Actual Practice."

#### GENERAL TOPICS.

The Problem of Creating Interest and Getting Results in Teaching English and Spelling.

Correcting and Grading Work.

What I Have Learned About Shorthand, and the Teaching of It, Since I Became a Reporter.

Classification of Students and Correlation of the Subjects.

The Evolution of Typewriting Instruction. (There will be a complete discussion of this subject, with demonstrations.)

"The Forward Movement"—since the last convention.

From the Teacher's Desk to the Reporter's Table.

THE FOLLOWING TOPICS HAVE BEEN ASSIGNED TO MR. GREGG: The Art of Teaching Shorthand.

The Teachings of Shorthand History and Their Logical Application.

Shorthand: Past, Present, Future.

The Opportunities and Responsibilities of the Teacher of Shorthand.

#### THE QUESTION BOX.

Experience has shown that this is an exceedingly popular feature in the G. S. A. conventions. Teachers are advised to make a notation of the things they "want to know" and put them in the box. If they wish to have a question answered by a certain teacher the question should be headed "To —," giving name.

#### SPECIAL FEATURES.

DEMONSTRATIONS in both shorthand and typewriting by leading experts.

ADDRESSES by prominent business educators.

BLACKBOARD DRILLS and demonstrations.

#### TEACHERS' CERTIFICATES.

An examination for the Teacher's Certificate will be held some afternoon or evening, so as not to interfere with the regular programme.

#### HIGH SCHOOL SECTION.

An afternoon session will be devoted to "Round Table" discussions of topics of interest to commercial teachers in high schools. A special committee of well-known teachers has charge of the preparation of a programme for this section.

#### ANNOUNCEMENT.

Particulars about room and board, and any other information desired, will be furnished by Raymond P. Kelley, 151 Wabash avenue, Chicago. The final programme will be sent to those interested when it is completed.

MEETING OF THE  
EMPLOYEES

13

FEBRUARY 26, 1909,  
HELD *THE FOLLOWING*

WERE UNANIMOUSLY  
ADOPTED.

WHEREAS We the Employers

HAVE LEARNED WITH  
PROFOUND REGRET THAT

MR. ROBERT M. MARSHALL

ABOUT TO SEVER HIS CONNECTION AS

TREASURER AND GENERAL MANAGER OF THE COMPANY

WHEREAS

YEARS OF OUR BUSINESS COUNSEL HUNN AND HIS NOBLE DEEDS AND KINDLY FEELING TOWARD HIS FELLOWMEN COMMENDED NOT ONLY OUR ADMIRATION AND RESPECT BUT

before he it

RESOLVED.

**W**hat we sincerely regret his determination to retire from a position he has so long held with honor to himself and his subordinates; and be it also

a confirmation of health and happiness during all his life.

卷之三

**RESOLVED.** That a copy of these Resolutions be engrossed and presented to him as a token of

## Chinese Resin Crossed with Gum Glycerin

Alleg. Author	Title	Location	Mark	Editor
John Fletcher	Two Gentlemen of Verona	New York	✓	W. W. Greg
John Fletcher	Love's Labour's Lost	New York	✓	W. W. Greg
John Fletcher	Measure for Measure	New York	✓	W. W. Greg
John Fletcher	Twelfth Night	New York	✓	W. W. Greg
John Fletcher	Winter's Tale	New York	✓	W. W. Greg
John Fletcher	Alceste	New York	✓	W. W. Greg
John Fletcher	Phasianus	New York	✓	W. W. Greg
John Fletcher	Cardenio	New York	✓	W. W. Greg
John Fletcher	Two Gentlemen of Verona	Boston	✓	W. W. Greg
John Fletcher	Love's Labour's Lost	Boston	✓	W. W. Greg
John Fletcher	Measure for Measure	Boston	✓	W. W. Greg
John Fletcher	Twelfth Night	Boston	✓	W. W. Greg
John Fletcher	Winter's Tale	Boston	✓	W. W. Greg
John Fletcher	Alceste	Boston	✓	W. W. Greg
John Fletcher	Cardenio	Boston	✓	W. W. Greg
John Fletcher	Phasianus	Boston	✓	W. W. Greg
John Fletcher	Two Gentlemen of Verona	London	✓	W. W. Greg
John Fletcher	Love's Labour's Lost	London	✓	W. W. Greg
John Fletcher	Measure for Measure	London	✓	W. W. Greg
John Fletcher	Twelfth Night	London	✓	W. W. Greg
John Fletcher	Winter's Tale	London	✓	W. W. Greg
John Fletcher	Alceste	London	✓	W. W. Greg
John Fletcher	Cardenio	London	✓	W. W. Greg
John Fletcher	Phasianus	London	✓	W. W. Greg

## MODERN ENGRAVING

Few readers of THE JOURNAL are aware of the extent to which the business of engrossing resolutions has developed in this country during the past twenty-five years. It is a fixed and settled custom now among all large manufacturing concerns, banks, fraternal societies, insurance companies and political organizations to have all formal resolutions engrossed, either in album form, or bristol board or parchment suitable for framing purposes. A handsome illustration of the best type of such work is shown herewith. It is the product of the genius of E. E. Marrott, of THE JOURNAL staff.

We have had a few proofs of this resolution printed on heavy plate paper. When nicely framed it makes a very suitable ornament for any study. Copies will be mailed in tubes to any address upon receipt of twelve two-cent stamps.

## THE MEETING AT DES MOINES

On the third of June the fourth meeting of the Western School Managers' Association opened a three days' session at Des Moines with a large attendance. The present enrollment of the association is nearly double that of last year, and there was no lack of interest throughout the proceedings.

The meeting opened on Thursday evening, with G. L. Moody, of Hutchinson, Kan., president of the association, in the chair, and the first evening was taken up with general discussion on committee reports. The first of these committees, comprising C. T. Smith, of Kansas City; T. W. Roach, of Salina, Kan., and A. F. Gates, of Waterloo, Iowa, reported on "The Characteristics of a Fake School;" another, made up of L. H. Hausam, of Hutchinson, Kan.; P. S. Brown, of Kansas City, and G. L. Moody, of Hutchinson, Kan., reported on "A Plan of State Supervision of Business Colleges," and a third, headed by G. L. Moody, with T. W. Roach and A. F. Caton as his associates, reported on "A Plan of Co-operation of Business Colleges."

There seemed to be no difference of opinion as to the desirability of enabling the public to distinguish between the genuine and the fake in business schools. In order that opportunity for further thought on the subject might be afforded, action on this committee report was deferred until Friday. If the final result of this discussion is to outline some plan which can be followed throughout the country, the lasting gratitude of all interested in business education in its real sense will be earned.

On Saturday G. W. Boyles, of Omaha, discussed "News-paper Advertising," in which he is a firm believer, and G. E. King, of Cedar Rapids, had something to say about "The Catalogue." He believes in a high-grade catalogue sent to a limited number of good, prospective pupils. C. D. McGregor, of Des Moines, talked about "The Circular," and he, too, expressed confidence in high-class literature. The matter of business college co-operation was laid over until the next meeting, which will be held in St. Joseph, November 25, 26 and 27.

PENMAN'S LIBRARY, VOLUME II—Engrossing Number

Penmen and students, have you a copy of Volume II. of the Penman's Art Journal Library? This book is a forty-page volume, filled with nearly one hundred of the choicest specimens of engrossing from the leading artists of America—Rollinson, Costello, Geyer, Holt, Dennis, Flickinger, De Felice and others. Publishers price, \$1.00. Selling now at 50 cents. Stamps taken. Address PENMAN'S ART JOURNAL, 229 Broadway, New York.

**THE JOURNAL'S CERTIFICATE**

The following have received The Journal's Certificate since our last issue:

Pottsville, Pa., Commercial School, T. C. Knowles, instructor: Elizabeth A. Bound, Helen M. Kienzle, Edna A. Siegfried, M. Grace Williams, Mary M. Bonenberger, Lois M. Ream, Earl C. Schertle, S. Kathleen Sterner, Margaret Kenney, Ina E. Hoy, Martha Williams, J. Frances Hill, Amelia F. Twardoski, Win. A. Deiter, Helen G. Weaver, James H. Newcombe, Marie M. Zeigler, Matilda J. Nerz, Mary E. Hanley, Rose T. Otterbein, Jennie E. Lambert, Raymond A. Drobil, Elsie Day, Lillian C. Bader, Anna L. Hoffmann, Esther L. Hughes.

Vankleek Hill, Ont., Collegiate Institute, F. C. Anderson, instructor: Doris Crooks, Christena MacDonald, Camilla LaJeunesse, Florence MacDonald, Alice Chisholm, A. J. Muir, Eleanor McCullough, Ada Deslauriers, Lloyd Anderson, Gilbert Mooney, Clifford Glynn, Helena Sproutle, Sadie MacLaurin, Florence Byers, Solomon Ogden, Reginald Scanblebury, Henri Laframboise, Margaret Dunning, Mary A. Fraser, Edith Barton, Gladys Campbell, H. D. Franklin.

Houghton, Mich., High School, F. C. Gibbs, instructor: Lizzie Snowdon, Grace F. Hind, Ruth Trathen, Florence L. Schubert, Lulu Evans, Annie Brunner, Emma Mertsching, Oscar Johnson, Lottie Frenette, Elizabeth Hillenbrand, Ruth Gieszen.

Commercial High School, Pittston, Pa., C. C. Wiggins, instructor: William Connors, Marion Dohbie, Frank Doyle, Janet Fleming, Nora Keating, Frank McHenry, Margery Ly-nott, Gertrude Nealon, Rachel Phillips.

Cortland, N. Y., Business Institute, L. Tjossem, instructor: Florence Phelps, Mary Dickinson, Catherine Murray, Jessie Corl, Mabel A. Bean, Rowena Newson, Zell E. Welch, Mary Helen Ray, Florence Stout, Paul D. Fish, Charlie W. Dunckel, Cecile Dart, Sharley Bean, Lonise Kingsbury, Gerald C. Harrington.

Drake Business College, Passaic, N. J.; L. M. Arbaugh, instructor: Lillian Taylor, Warren M. Cosier, Margaret Owen, Susi Young, Minnie M. Levens, Julia Bannwarth, George V. K. Dederick, H. W. Schmidt, Margaret Cooper, Loretta Carroll, Donald M. Outwin, Annie Edwards, Mabel Mechlenburg.

Jamesstown, N. Y., Business College, O. O. Gates, instructor: Hazel F. Branch, G. W. Anderson, Morey Cady, R. E. Champlin, Alvin W. Morse, M. C. Burley, Henry P. Greenwood, Alvin L. Hambleton, Leslie A. Wood, C. J. W. Kleist, Theodore R. Sampson, Murray B. Pickup, Theresia H. Lagerquist, Lynn K. Sturdevant, O. H. Latt, Albin A. Johnson.

Luther Academy, Wahoo, Neb.: J. M. Oshlund, instructor: Eric J. Samuelson, Herman Chindgren, Alfred Brodahl, Victor Pearson, Hildur Lindberg, Martin Nelson, Henry Johnson, Carl Torell, Elliott Strand, Hilda Seth, Florence Thorstenberg, Ellen Brodahl, Esther Swanson, Arthur Anderson, Clyde Sundell, Paul Peterson, Arthur J. Olson.

Luther Academy, Wahoo, Neb.: Emil Benson, instructor: Elmer Johnson, Ruth Olsen.

Ferris Institute, Big Rapids, Mich.: J. A. Snyder, instructor: Olive Louise Smith, James S. Rohins, Frank Lorenz, Chris Conradsen, James McNeil, Edgar Mahoney, Charles O. Ferry, Thomas A. Arnold, Geo. R. Wiesner.

Gem City Business College, Quincy, Ill.: J. M. Latham, instructor: Ethel Griffith, W. A. Davidson, J. M. Brewington, A. L. Jacobs, Jesse A. Shunk, T. E. Hagist, Edw. F. Grimmer, Mrs. Earhart, Theo. F. Ehrhart, Oscar H. Bardill.

Longueuil College, Chambly, Can.: Bro. Rene-Auguste, instructor: Emile Mercile, Yvon Mercille, Emile Rochon, Jules Laurencelle, Aleric Roy, Emile Benoit.

Lutheran Normal School, Madison, Minn.; A. K. Feroe, instructor; Peder Sandro, Alf. Christopherson, Caroline Olufson, Nettie Eldal.

National School of Business, Concord, N. H.; C. C. Craft, instructor: Stella Carlson, Leona Eastman, Bertha G. Willard, Sherrie Pettengill, Agnes Orr Robinson, Edward J. Stott.

Gowling Business College, Ottawa, Ont.; J. D. McFadyen, instructor: Ellard I. Clayton, Annie M. McLean, George Eldon Bradley, J. Clifford Hind, William Lowe.

Louiseville, P. Q., College; Bro. Archange, instructor; Georges Ferron, Donat Charette, Pierre E. Beauchemin, Joseph Savoie, Raoul St. Jean, P. Anguste Dusablon, Louis Georges Page.

International Business College, Fort Wayne, Ind.; J. X. Fulton, instructor: Frances Murphy, Lela Shilling, F. W. Pifer.

High School, Sedalia, Mo.; C. T. Wise, instructor: Julia I. Leitwich, Hazel C. Buske, William H. Coleman, Mae Thompson, Beulah B. Bailey, Mary M. Cerny.

Heffley Institute, Brooklyn, N. Y.; F. B. Hess, instructor: Alice Toye, Belmont Dunn, H. H. Rubin, Edythe Viola Seaman, Charles E. Mills,

Eastern District High School, Brooklyn, N. Y.; E. J. Ryan, instructor: Leah Kaufman, Essie Schwartz, Charlotte Millheiser, Dorothy Cohen, Bertha E. Fichtenbaum, Celia Escher, Estelle Applebaum, Anna Grassick, Lena Rothstein, Margaret Dillon, Evelyn Wechsler, Frieda Chavkin, Helen Engel.

Rutland, Vt., Business College, L. J. Egelston, instructor: Ada C. McKeogh, Philena Selleck, Luella G. Thomson, Mildred L. Ellis.

Alberta College, Edmonton, Alta.; David Elston, instructor: Jessie Storie, Jean Swanson, Joseph H. Chasse.

Commercial Institute, Scranton, Pa.; Charles F. Zulauf, instructor: James D. Hannick, Lena Raker.

Douglas Business College, Connellsburg, Pa.; B. F. Overstreet, instructor: Frank Rouland, Harry Kooser.

Miner's Business Academy, Brooklyn, N. Y.; C. H. Larsh, instructor: Irene Binder, Lulu Fehlinger, Sidney R. Larremore, Fred Gleiforst.

Wood's School, New York City; W. L. Cochran, instructor: Herbert Rosenberg, Evi DeWitt.

Lima, Ohio, Business College, C. J. Grunbaum, instructor: A. T. Houser.

Newton, Iowa, High School, O. J. Browning, instructor: Imogene Westbrook.

Wood's School, New York; A. C. Doering, instructor: Walter Isaacs.

Bristol County Business School, Taunton, Mass.; R. A. Spellman, instructor: William R. Welch.

Salt City High School, Salt Lake City, Utah.; J. D. Todd, instructor: Nellie McKnight.

Capital Business College, Salem, Ore.; Merritt Davis, instructor: Tero Hicks.

Williamsport, Pa., Commercial College; E. S. Watson, instructor: Earl E. Blakeslee.

German Wallace College, Berea, Ohio; C. H. Haverfield, instructor: Edwin O. Peters.

Flint, Mich., Business College, J. H. Long, instructor: Minnie B. Gotshall.

American Commercial School, Allentown, Pa.; N. B. Good, instructor: Oswell R. Bittner.

Rogers & Allen's School of Business, Fall River, Mass.; F. G. Allen, instructor: Josephine Lemay.

Truman R. Peters, Oakley, Idaho.

A. M. Poole, Easton, Pa.

Clayton Pippenger, Nappanee, Ind.



ORNAMENTAL SIGNATURES BY A. W. DAKIN, SYRACUSE, N. Y.

### Sentences.

Commendations generally animate men.  
Truth is mighty and will prevail.  
Command your hand to guide the pen.  
A friend is known in time of need.

SENTENCE PRACTICE BY THE LATE A. D. TAYLOR.

## Marking Alphabet.

a b c d e f g g h i j j k l m n o p q r s t u v w x y z

— 1 2 3 4 5 6 7 8 9 0 —

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

— — — Andrew W. Dinsmore & Co. — — —

## ENGROSSING ALPHABETS

A page taken from *Practical Alphabets*, by H. W. Flickinger, a handy volume for the artist engraver. The book consists of forty pages and cover, and gives complete lessons in all the useful styles of lettering—marking alphabets, German text, Old English text, Roman, Egyptian, Sickels, etc.—besides many styles suitable for diploma filling. The book is published in three forms—loose slips printed one side for ten two-cent stamps, paper binding for thirteen two-cent stamps, and cloth binding for twenty-five two-cent stamps. Every teacher, student and penman should have this volume, the best product of Mr. Flickinger's skill.

## COMMON WORDS FREQUENTLY MISSPELLED

100 OF "ZULAUF'S FIVE HUNDRED"—SET 4.

weather	secede	choose	exercise
whether	succeed	bicycle	possess
nephew	receipt	icicle	bureau
surname	recipe	eclipse	divide
legible	strength	license	lyceum
iceberg	stomach	surprise	weasel
useful	column	crochet	pickerel
sturgeon	souvenir	licorice	spinach
mattress	squirrel	spinning	cipher
marten	foretell	beautiful	cider
fiery	maintain	serious	cellar
delicious	specimen	cautious	cedar
February	pennant	initials	cocoa
wainscot	cambric	speech	skein
mackerel	lawyer	radish	grammar
shrike	decent	alcohol	awkward
capsize	descend	bosom	victual
prairie	envelope	almond	rhubarb
almanac	dissolved	fuchsia	pursuit
nicotine	toothache	muscle	molasses
proceed	diamond	vertical	ancient
recede	gable	article	rhyme
excede	abscess	cartridge	carriage
accede	siege	granary	receivable
precede	fuzz	knead	earnest

## YE BOOKKEEPER'S GOLDEN RULE

I. Stand ye not upon the order of thy coming in the morning, for remember ye that eight a. m. means sixty minutes after seven, and not thirty minutes until nine.

II. Be ye diligent in the pursuit of thine avocation, and mind ye not too closely the hands of the timepiece, for, verily, there are others who wait patiently for thy job, and their name is legion.

III. Be ye ever watchful after knowledge, for many a man who hath thought that he knew it all hath discovered, after learning something, that he knew nothing. Reading maketh a full man, but also doth eating sponge cake; read thou, therefore, as thou shouldst eat, mindful of quality instead of quantity.

IV. Descend thee not into the iniquity of "plugging" a trial balance, for remember ye that sin always will be found, and the auditor'll get thee unless thou watchest out.

V. Use ye all care in the handling of the lucre, and keep ye separate thine employer's ducats from thine own, lest by mistake and to thy loss some of thine own cash should get mixed with thine employer's.

VI. Ask not oftener than once each month for an increase in thy stipend, for, verily, such a request is to thine employer like unto a red flag to a bull, and leadeth oftentimes to trouble.

VII. Think not that thine employer cannot get along without thee, for many a man who has quit his job and sat back to watch his employer's business smash to everlasting smithereens hath been grievously disappointed.

VIII. Speak not harshly to thine employer; it is not gentlemanly, neither is it wise. Thine employer might speak sharply to thee in return, and in his peevishness might command thy salary to cease. Be ye, therefore, gentle—for gentleness costs nothing, and bringeth large dividends.

IX. Fret not at the smallness of thy salary. The laborer is ever worthy of his hire, and if thy present employer be niggardly, go thou elsewhere. But, before thou goest, be thou sure that thou deservest more—for many there are who hath mistaken a swelled head for ability. Be thou cautious; a job in hand beateth a dozen want ads.

X. Get busy!

—The Bookkeeper.

**STUDENTS' SPECIMENS**

We have received some exceptionally well executed students' specimens from the following schools:

Alberta College, Edmonton, Alta., Can.; D. Elston, instructor.

Cortland, N. Y., Business Institute; L. Tjossem, instructor.

Wessington Springs, S. D., Seminary; B. L. Meyers, instructor.

Vankleek Hill, Ont., Collegiate Institute; F. C. Anderson, instructor.

Gowling Business College, Ottawa, Can.; J. D. McFadyen, instructor.

Miner's Business Academy, Brooklyn, N. Y.; C. H. Larsh, instructor.

Louisville, P. Q., College; Brother Archange, instructor.

Rutland, Vt., Business College; L. J. Egelston, instructor.

Baring, Mo., Public School; Early Alexander, instructor.

Orange Union High School, Orange, Cal.; Alfred Higgins, instructor.

International Business College, Fort Wayne, Ind.; J. N. Fulton, instructor.

Public Schools, Poughkeepsie, N. Y.; G. H. Van Veghten, instructor.

Commercial High School, Pittston, Pa.; C. C. Wiggins, instructor.

Brown Grammar School, Hartford, Conn.; F. A. Curtis, instructor.

Drake Business College, Passaic, N. J.; L. M. Arbaugh, instructor.

Lutheran Normal School, Madison, Minn.; A. K. Feroe, instructor.

Douglas Business College, Connellsburg, Pa.; B. F. Overstreet, instructor.

National School of Business, Concord, N. H.; C. C. Craft, instructor.

Houghton, Mich., High School; F. C. Gibbs, instructor.

Pottsville, Pa., Commercial School; T. C. Knowles, instructor.

Dakota Business College, Fargo, N. D.; E. C. Watkins, instructor.

Central Business College, Toronto, Ont.; J. M. Tran, instructor.

St. Mary's Academy, Monroe, Mich.

Wood's School, New York City; W. L. Cochran, instructor.

Pasadena, Cal., High School; Mrs. C. H. Lewis, instructor.

Public Schools, Lafayette, Ind.; J. H. Bachtenkircher, supervisor.

Eastern District High School, Brooklyn, N. Y.; E. J. Ryan, instructor.

Herman Ginsberg, Eastman School, New York.

**NEW SCHOOLS AND CHANGES**

P. A. Whiteacre has purchased the Inter-State School of Commerce, Cedar Rapids, Iowa, which has been conducted as a department of the Inter-State Correspondence Schools. Mr. Whiteacre is a young man of exceptional ability and is sure to make a success of the school.

Welland Business College is the name of a new school that has just been opened at Welland, Ont., by Mr. Spotton, of Wingham, Ont. Mr. King, of Walkerville, Ont., will be the principal of the new school.

E. H. Goit, who has been principal of Caton's Business School, Niagara Falls, N. Y., for the past year, has purchased the school. Mr. Goit is a young man of boundless

enthusiasm, and we know the school will grow under his supervision.

J. B. Farmer has purchased the Pioneer Business College, Sauk Center, Minn. This school has been conducted by M. H. Brybler, a business college man of ability, and goes to the new owner as a successful school.

The St. Thomas (Ont.) Business College, for a number of years under the proprietorship of H. T. Gough, has just been incorporated. W. H. Stapleton, of Sarnia, Ont., will be the new principal. The school is now prepared to do even better work than has been accomplished heretofore.

The Williamson Brothers, owners of the Beloit (Wis.) Business College, are preparing to open a school at Janesville, Wis. It is sure to be a success, as these progressive commercial school men always make a success of any undertaking.

H. O. Keesling, of the New Albany (Ind.) Business College, has opened a branch school at Jeffersonville, Ind., under the name of Jeffersonville Business College. The manager of the new school is L. E. Eichelberger, who has had charge of the commercial subjects in the New Albany Business College.

**SHORTHAND REPORTERS' ASSOCIATION MEETING**

The National Shorthand Reporters' Association, at its meeting to be held at Hotel Marion, Lake George, beginning on August 24, has arranged to conduct a contest for the Shorthand Writers' Cup; also an examination for stenographers.

Dictations will be given for five minutes on straight matter, beginning at 150 words a minute, and including 150, 175, 200, 220 and 240. There will also be testimony dictated at 240, 260 and 280 words a minute for five minutes. Those who enter the contest for the cup will be compelled to transcribe one of the dictations on the speech matter and one on the testimony.

One word from the total number of words written will be deducted for each error, and the person having the highest net speed on the two articles will be awarded the cup. No transcript will be considered in this contest which contains more than 10 per cent. of errors.

For the certificate only one transcript need be made, and this must be on the straight dictation. Certificates will be granted at 150, 175, 200, 220 and 240 words a minute. Errors will count the same as in the contest for the cup. It is possible, however, that the committee will insist upon a higher degree of accuracy than 90 per cent. before awarding a certificate.

The committee in charge of this examination and the contest consists of the president of the association, ex-officio, O. L. Detweiler; George A. McBride, official reporter, Philadelphia; J. N. Kimball, reporter, author and teacher, New York; C. H. Requa, official reporter, Supreme Court, Brooklyn; Charles McGurkin, official reporter, Kalamazoo, Mich.; Frederick J. Rose, reporter, Chicago; Edward H. Eldridge, secretary, reporter and teacher, Simmons College, Boston.

All who desire to enter the contest or to receive a certificate giving their authentic record are requested to communicate at once with Edward H. Eldridge, Simmons College, Boston.

The New Castle (Ind.) Business College has just been organized. It is up-to-date in every way, being equipped with modern furniture, and the faculty is composed of men and women of scholarship and ability. The organization is effected by the Indiana Business College, which now has ten schools in Indiana, located at Lafayette, Logansport, Kokomo, Marion, Anderson, Muncie, Richmond, Columbus and Indianapolis.

# News of the Profession

The schools in Iowa have done exceptionally well this year and are all encouraged with the prospects of a good attendance for next year.

Charles F. Zulauf, of the Commercial Institute, Scranton, Pa., has been re-engaged for another year at an increase in salary, and has also purchased an interest in the college.

The new announcement issued by Alberta College, at Edmonton, devotes a page to ornamental capitals by D. Elston, head of the penmanship and shorthand departments. Mr. Elston's work disproves the frequently made statement that one cannot be a good penman and a proficient stenographer. As a matter of fact, to the same carelessness which is the frequent cause of failure in stenographic work may be traced the failures in penmanship. The school is fortunate in having such a man as Mr. Elston on its staff.

C. N. Wilson, formerly of Antigo, Wis., will manage the Wisconsin Business College, at Manitowoc, during the coming year. Judging from his former success, he will make a valuable addition to the staff of the Wisconsin Business College.

Henry T. Loomis, of the Spencerian Business College, has purchased property on Euclid avenue, Cleveland, where he will erect a large building as an investment. He will also erect a two-story structure along the entire 134-foot frontage of his present property at Euclid avenue and East 18th street, for business purposes, with an arcade through to serve as an entrance to the school. Mr. Loomis is one of the most successful business school men in the country and has been equally successful in his publishing and other business interests.

Announcement has been received of the graduation of E. M. Barber, well known in business educational circles, now chief clerk in the office of the U. S. Appraiser, in New York, from New York University with the degree of LL. B. Mr. Barber has carried on his studies in connection with other duties, and is an example of what can be done by the man who really wants an education.

In our May issue we mentioned the consolidation of a number of the business schools of St. Louis under the name of the New St. Louis Business College. Since the consolidation two hundred pupils have been enrolled, and the prospects are that the attendance for the year will not fall short of two thousand. Although the building in which the school is now housed was built especially for the new institution, it is already too small, and the management has completed negotiations for a building on Grand Avenue, the great midtown thoroughfare of the city, where a branch school will be opened at once. The institution, of which E. H. Fritch, formerly of the Southwestern Business College, is the head, promises to be one of the most notable successes in the history of business education.

C. S. Chambers, who has been supervisor of writing in the public schools of Covington, Ky., was recently elected principal of the commercial department of the high school at a most attractive salary.

A postal card from F. A. Curtis, the Hartford penman, presents a fine cut of the Brown Grammar School, one of the handsome school buildings of that city.

On May 10 the buildings occupied by the Manistee, Mich., Business College were burned and W. H. Martindill, the proprietor, has not yet decided whether he will continue the work or not.

O. C. Dorney, of the American Commercial School, Altentown, Pa., has invented an adjustable school desk and chair which promises to bring him a comfortable fortune. It is said that he has already been offered \$25,000 for the patents, but he has no thought of disposing of the rights, and will either organize a company for the manufacture of the article or have it made by some concern on royalty basis. The attention of the school authorities of Philadelphia has been drawn to Mr. Dorney's invention and he recently made a demonstration in the City Hall there. Many friends of this capable business man will rejoice with him in his good fortune.

After five years' service in the Eastman School at Poughkeepsie, N. Y., S. E. Leslie will retire this Summer to accept a position with the Rochester Business Institute, yielding his place to Mr. Rubert. As a testimonial of appreciation the pupils presented to Mr. Leslie a valuable hair brush. Mr. Leslie is one of the leaders of the younger set of penmen, and while his successor is a man of ability, the penmanship department of Eastman's will not seem quite natural without him.

A well-merited promotion is that which has come to C. E. Doner, for the past six years supervisor of penmanship in the public schools of Beverly, Mass. The Massachusetts State Board of Education has just appointed him special teacher of penmanship in the State Normal Schools at Salem, Bridgewater, South Framingham and Lowell at a salary of \$2,000 a year. One day a week will be given to each of the four schools.

E. H. Fisher, of the Winter Hill Business College, Somerville, Mass., writes that business is good there and that everything is looking prosperous. The Winter Hill School is entitled to a large measure of prosperity.

Frederick Juchhoff, who has been with the Butte Business College, has left Montana and will spend part of the summer in university work. He has not yet decided upon a location for the coming year. Mr. Juchhoff is an exceptionally well equipped commercial teacher.

Someone in the department of commerce of the Kansas City High School has mimeographed an attractive little booklet. The work indicates that the pupils of the school maintain a high standard of proficiency in typewriting, and we have no doubt that an equally high standard is maintained in every branch.

Hereafter the Central Business College will be found in its new quarters in the Holliday Building, corner of Alabama and Ohio Streets, Indianapolis. This building was erected with the needs of the school in mind, and there is now no better located and equipped school in the Middle West.

J. F. Fish, of the Northwestern Business College, Chicago, with Mrs. Fish, spent a pleasant vacation at his childhood home in Fredericktown, Ohio. To one who devotes himself so assiduously as does Mr. Fish to his work, such a restful vacation is doubly enjoyable.

# Editor's Calendar



**HOW TO BECOME A LAW STENOGRAPHER**, by W. L. Mason. Isaac Pitman & Sons, New York. Cloth. 165 pp. Price, 75 cents.

Every amanuensis of ambition hopes to become something more than that, and many stenographers look to law stenography and court reporting as the most desired goal. It is for this class of persons that this book has been prepared. The author of the work is a law and convention reporter of thirty years' experience and a thoroughly competent teacher. The book is designed not only for use in high schools and business colleges, but as well for men and women already actively engaged in the practice of stenography, but who hope for a larger field with greater rewards. A large number and variety of forms are shown, and directions given for arranging them on the typewriter. These, together with explanations of peculiar terms and expressions used by lawyers, and a carefully compiled list of the Latin phrases in more common use, with definitions, as found in legal papers, make a compilation of great value to the student. This is a revised edition of a work that has had already a wide circulation, and in its new and improved form cannot fail to add many new friends.

**PUBLIC SCHOOL PENMANSHIP**, by Albert W. Clark. Ginn & Co., publishers, Boston, New York, Chicago and London. 12mo. Cloth. Illustrated. 161 pp. List price, 75 cents; by mail, 80 cents.

Books on practical penmanship are plentiful, but most of them do not go deeply into a study of the basic principles of the art of writing. A careful study of the fundamental principles of chirography is especially desirable for the teacher, and it is for the instructor that this book has been especially prepared. This work by Mr. Clark has the three-fold purpose of, first, unfolding enough of the theory of penmanship to educate any one in that part of the subject; secondly, suggesting what to teach in penmanship, and, thirdly,

explaining how penmanship should be taught in the public schools. The instruction here given is definite, progressive and constructive. The last part of the book contains a suggestive course of study in public school penmanship. The illustrations in the book show the proper method of holding the pen and paper, and these cuts are accompanied by full instructions. We can commend the work to all teachers of penmanship.

**THE CHANGING VALUES OF ENGLISH SPEECH**, by Ralcy Husted Bell. Hinds, Noble & Eldredge, publishers, New York. Cloth. 304 pp. Price, \$1.25.

To a person interested in his language there can be no more fascinating study than the origin and development of it, and when a book on that subject is written by a man who is perfectly familiar with the things whereof he writes, a man who looks at his subject with the eye of an artist and writes with the touch of a poet, the result cannot fail to appeal to all lovers of good literature. It is such a book as this that Mr. Bell has given to us. English is a composite tongue, and for this reason the study of its origin and development is specially interesting. In the words of Mr. Bell: "As Latin words had become implanted in Celtic speech, so did Celtic infuse words into Anglo-Saxon; and the Danes, by their invasion of England in 787, 832, and especially in the year 855, when they wintered in Kent, sowed Scandinavian words, more or less, all over England until the Norman Conquest in 1066. This composite tongue, beginning roughly in 450, developed into what is known as early English." The Norman Conquest, of course, brought French, and later on other languages gave of their store to enrich our own tongue. All this is told in such manner as to make the book one of rare interest, as well as great profit, to any student of English, and such every reader of the language ought to be.

## INVITATION RECEIVED

The honor of your presence is requested at the Nineteenth Annual Commencement Exercises of the Salem, Mass., Commercial School, to be held in the Empire Theatre, Friday, June 25, 1909.

Excellent work is being done by pupils of F. C. Anderson, of the Collegiate Institute at Vankleek Hill, Ont. Mr. Anderson himself sets them a superior example.

**C.L. Krantz** ARTISTIC  
BOOK PLATES  
LETTER HEADS  
AND DIPLOMAS.  
ILLUSTRATIONS  
& ILLUMINATING  
DESIGNING FOR ALL PURPOSES  
COLOR WORK A SPECIALTY  
C.L. Krantz 1886  
ROCK ISLAND, ILL.



FLOURISH BY E. L. GLICK, CONCORD, N. H.

## NEWS OF THE PROFESSION

All the commercial work in the public schools of Cleveland will be concentrated in the new high school, to be opened in September. Heretofore commercial departments have been maintained in the various high schools of the city. While it has been suggested that fewer teachers will be required under the new arrangement, it is to be hoped that none now employed will be thrown out of employment.

The Allentown (Pa.) *Daily Leader* has in a recent issue an account of the trial of a "black hand" case, in which O. C. Dorney, of the American Commercial School, figured. The prosecution based its case entirely on the handwriting, and Mr. Dorney's expert testimony as to the similarity between the specimens of handwriting submitted was the chief factor in the conviction of the criminal. Mr. Dorney spent two hours on the stand, and when the jury left the box it took them only thirty minutes to reach a verdict of guilty.

J. D. Rice, principal of the pen art department of the Chillicothe Normal School, Chillicothe, Mo., writes that the school is full and everything is progressing in a most satisfactory manner. He also sends some superior specimens by one of his pupils, G. C. Hutchison. The work of Mr. Hutchison is of professional grade, and no better evidence of Mr. Rice's capacity as an instructor is required. Only a first-class penman could produce such excellent results in his pupils.

An interesting change has been made in the management of one of the oldest business schools in the country, the Bayless Business College, at Dubuque, Iowa. Mr. Bayless, who has been at the head of the school for more than a generation, felt the need of some one who could take part of the responsibility, so E. B. Lyons, until recently principal of Brown's Business College, Danville, Ill., has become associated with him. Mr. Lyons has been connected with the Brown schools for fourteen years, and is just the sort of man to aid Mr. Bayless in maintaining the high reputation which the school has earned.

During the first week in July the annual meeting of the National Educational Association will be held in Denver, and

those commercial teachers who can find opportunity to go may be assured of a most pleasant and profitable time. Attractive rates have been made and there are a thousand things of interest to be seen by the visitor to the mile-high city.

## BUSINESS COLLEGE DAY

Business College Day is to be a distinctive feature of the beautiful Alaska-Yukon-Pacific Exposition, which opened its doors to the public June 1st, at Seattle, Wash.

August 7 has been selected for the event. No special feature day of the fair is attracting more attention in the great Northwest. The management of the exposition, appreciating the importance of commercial training, is doing much to give this special day prominence.

The immediate responsibilities for the occasion have been placed upon the local schools, and these have taken hold of the task with a good will and a determination to succeed. At a meeting of the school managers it was decided to make the day one of more than local interest.

An effort is being made to secure several speakers of national fame, and it is fondly hoped that an informal convention of the commercial school men of the United States and Canada may be brought about.

Practically every commercial teacher expects to visit the fair some time during the Summer. Why not do so early in August and at the same time meet those in sympathy with his work?

C. C. Wiggins,  
Pittston, Pa.T. C. Knowles,  
Pottsville, Pa.E. J. Goldard,  
Bridgeport, Conn.

A B C D E F G H I  
 J K L M N O P Q R  
 S T U V W X Y Z &

CAPITALS, BY H. A. HOWARD, ROCKLAND, ME.

Ammon ammonia aim amount announce  
 Business banquet banner beam band boom  
 Common comma command come camera  
 Dunn demand denounce dime drummer  
 Emmons eminent eminence enormous learn

SENTENCE PRACTICE, BY C. A. BARNETT, OBERLIN, OHIO.

**MODERN SHOW CARD LETTERING AND DESIGNING**  
**With 2,000 Bright, Clear-Cut Advertising Phrases for Display Signs, Show Cards and Posters.**

FIFTH EDITION.—The most complete text upon the subject ever published, containing 112 pages of lettering, designing and other useful information for the penman interested in show card display or lettering for advertising purposes. A self-teaching manual whereby any one can become a successful artist. This edition has been sold for \$1.00, single copy taken. Order-to-day. *Penman's Art Journal*, 229 Broadway, New York.

**PENS!** Have you ever used a pen that gave entire satisfaction? A pen that would slide easily over any kind of paper? Eight two-cent stamps gets three dozen of just the pen for business writing.

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I Can Make a Good Penman of You at your home during spare time. Write for free book "How to Become a Good Penman." It contains beautiful specimens of penmanship and tells how others became good penmen by the Tamblyn System. Your name will be elegantly written on a card if you enclose stamp. F.W.Tamblyn, 440 Meyer Bdg., Kansas City, Mo.

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 STEEL PENS

**FORTY FALCON, SILVER PLATED**

This new pen is specially made for general correspondence. Heavily plated with silver to prevent corrosion, easily kept clean, writes perfectly smooth.

Four different patterns of our silver plated pens sent as samples on receipt of 2c stamp for return postage.

**SPENCERIAN PEN CO.**  
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COMMERCIAL  
**Teachers Furnished**

I have on my list of students some fine Penmen and Commercial Teachers desiring positions. Write me if in need.

Old students needing my assistance should write, giving qualifications, etc. I make no charge.

F. W. TAMBLYN, Pres.,  
 The Tamblyn School of Penmanship,  
 KANSAS CITY, MO.

I will write your Name on one dozen CARDS  
 I will send CARDS free back FOR 15c.  
 of Samples and send of terms to agents with each order. AgentsWanted.

**BLANK CARDS** I have the very best blank cards now on the market. Hand cut. Come in 17 different colors. Sample 10c postpaid, 15c, 1,000 by express, 75c. Card Circular for red stamp.

**COMIC JOKER CARDS** About 25 different kinds. Many new, too. 25c, 35c, 50c, 75c, 100c, 125c, 150c, 175c, 200c, 225c, 250c, 275c, 300c, 325c, 350c, 375c, 400c, 425c, 450c, 475c, 500c, 525c, 550c, 575c, 600c, 625c, 650c, 675c, 700c, 725c, 750c, 775c, 800c, 825c, 850c, 875c, 900c, 925c, 950c, 975c, 1,000c, 1,025c, 1,050c, 1,075c, 1,100c, 1,125c, 1,150c, 1,175c, 1,200c, 1,225c, 1,250c, 1,275c, 1,300c, 1,325c, 1,350c, 1,375c, 1,400c, 1,425c, 1,450c, 1,475c, 1,500c, 1,525c, 1,550c, 1,575c, 1,600c, 1,625c, 1,650c, 1,675c, 1,700c, 1,725c, 1,750c, 1,775c, 1,800c, 1,825c, 1,850c, 1,875c, 1,900c, 1,925c, 1,950c, 1,975c, 2,000c, 2,025c, 2,050c, 2,075c, 2,100c, 2,125c, 2,150c, 2,175c, 2,200c, 2,225c, 2,250c, 2,275c, 2,300c, 2,325c, 2,350c, 2,375c, 2,400c, 2,425c, 2,450c, 2,475c, 2,500c, 2,525c, 2,550c, 2,575c, 2,600c, 2,625c, 2,650c, 2,675c, 2,700c, 2,725c, 2,750c, 2,775c, 2,800c, 2,825c, 2,850c, 2,875c, 2,900c, 2,925c, 2,950c, 2,975c, 3,000c, 3,025c, 3,050c, 3,075c, 3,100c, 3,125c, 3,150c, 3,175c, 3,200c, 3,225c, 3,250c, 3,275c, 3,300c, 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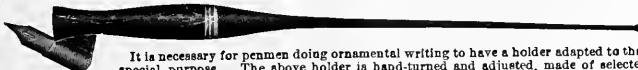
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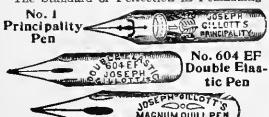
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**THE LAND OF OPPORTUNITIES** THE ALASKA-YUKON-PACIFIC EXPOSITION will open the first of June for the purpose of exploiting the resources of the Pacific Northwest. We are specializing in the work of placing commercial teachers of the better grade. Wonderful opportunities for live commercial men and women in this growing country. Information for the asking.

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### JULY AND AUGUST

These are our rush months. From now until the fall opening, and even in September, we shall be forced to make an urgent search for available commercial teachers. If you have not signed a contract for next year, let us hear from you. No advance fee. Expert service. A possibility of great gain to you.

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**NOTICE**—KELLOGG'S TEACHERS' AGENCY, 31 Union Square, New York (20th year, same manager), is having a steady demand for commercial teachers. This Agency has filled a large number of fine commercial positions. Wanted, for a large institution in Middle States, head of the commercial department, \$1,800; good penman, teach bookkeeping. Don't put off your registering here until too late. Send now. No charge for registration to commercial teachers. Form for stamp. Write to-day.

### JULY VACANCIES—JULY TEACHERS!

During June we had an exceptionally large number of calls for first-class commercial teachers. From present indications, July will be a busy month. We are in a better position now to be of service to both teacher and school manager than ever before—ask some of our June patrons about it. If you wish a teacher, a position, or to buy or sell a school, get in touch with us.

UNION TEACHERS' BUREAU, 229 BROADWAY, NEW YORK.

\$25,000

IN  
MAY

This represents in a round sum, the gross annual salaries of our candidates elected for all positions in May. Among them were the following high schools: Utica, N. Y.; Passaic, N. J.; Creston, Iowa; Oneonta, N. Y. And these, too: State School of Science, Wahpeton, N. D.; The Jacob Tome Institute, Port Credit, Md.; Academy of Idaho, Pocatello; four positions in Spokane; two in Port Arthur, Texas, Business College, a fine new school, endowed by the millionaire, John W. Gates, not to mention a long list of other excellent private schools. We believe in specific publicity, but we shall honor the request of any client to avoid publicity in his case. We want our friends to know, however, that we are not ashamed of the volume of our business. We appreciate the nationwide co-operation of hundreds of friends who are making possible the splendid business we are caring for.

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Practical Spelling	Commercial Law
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# COMMENT IS NEEDLESS!

## FACTS vs. ASSERTIONS

From The Gregg Publishing Company's Advertisement in the July, 1909, issue of "The Phonographic World."

"At the E. C. T. A. Shorthand Contest a Gregg writer made the highest official record *on solid matter* (177 words per minute, net) ever made in any of the contests."

## THE ACTUAL FACTS

From the Official figures given on page 324 of the May issue of "The Phonographic World."

"Miss Nellie M. Wood, of Boston (an Isaac Pitman writer), handed in transcriptions of the 240-per-minute 'straight (solid) matter' test, and the 280-per-minute test on testimony, making sixty-four errors in each test, with a net result of 227 3-5 words per minute on the straight (solid) matter, and 264 2-5 words per minute on the testimony."

The following diagram shows the highest official net speed attained by the different systems in the First (1906), Second (1907), Third (1908) and Fourth (1909) International Shorthand Speed Contests:

Gregg (light line)	64
Benn Pitman	116
Graham	246
ISAAC PITMAN	264

"We are told of some wonderful stunts by crack writers; how one wrote 218 words in a minute, but with that statement must go the admission that his transcript was so full of errors that *it was thrown out by the committee*. Of what avail is it to be able to write two or more hundred words a minute and yet be unable to make an acceptable transcript? None whatever. The recognition of such feats as legitimate performances only shows the supreme heights of folly to which some will go in an effort to induce a credulous public to believe they have that which they have not—a rapid and legible system of shorthand. If you have any desire that your students successfully pass any reasonable test of shorthand writing, teach a system that can be read. THAT IS WHAT COUNTS. All else should be of secondary consideration."—From Beers' *Live Wire*, May, 1909.

The Isaac Pitman System of Shorthand writing is the ideal vehicle for accurately recording the utterances of the most rapid speaker. For ease of acquirement, facility of execution, and legibility in transcription it has no equal.

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"Practical Course in Touch Typewriting," 50c.  
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"Spanish Shorthand," \$1.25.



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Are you satisfied with the results you have been securing? Has your school been producing real stenographers and reporters, and within a reasonable length of time? Are you sure you have the best equipment for the coming season?

Others who were using good books and good systems were satisfied until they examined Brief Pitman or Brief Graham; then they changed. A school manager says: "I have used this text-book and find it far superior to any text used previously. The study of shorthand by this method is much more interesting, and I am able to graduate better students, and in less time than heretofore." Prof. Ferris, Ferris Institute, says: "The new presentation enables us to accomplish in ten weeks what formerly required sixteen."

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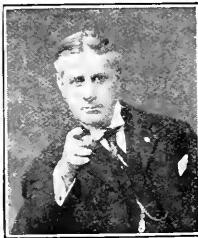
Which makes a stenographic course "brief" by beginning the "dictation course" in the second lesson, and by deferring the difficult technicalities until the pupil is prepared to comprehend them easily.

We will send to Shorthand Teachers or School Managers a cloth-bound copy of Brief (or Practical) Course in Pitman or Graham Shorthand, upon receipt of 50c.; or a paper-bound copy free. Secure a copy and carefully examine. The book speaks best for itself.

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ARTHUR J. ST. LOUIS



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**MY OTHERS' COURSE FREE**—I have taught six of the standard systems and examined every other system on the market worthy of the name shorthand, and I believe I know what I am talking about when I say **ARISTOS** (The Best) or James' Shadeless Shorthand is the best and simplest standard system in the world. Give me an opportunity to prove what I say. I will guarantee that by the means of my **MAIL COURSE** I can teach a fairly well educated person the manual of Aristos in 30 days, and when this is done he will be qualified to begin teaching the system.

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The Capital City Business College taught Gregg Shorthand exclusively until after the Jersey City Contest, in which the Chartier Students defeated the Gregg students 172 words in the final examination.

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# THE LOGIC OF EVENTS

The public is educated quickly by events—slowly by arguments.—*N. Y. World.*

## *Shorthand—*

At the E. C. T. A. shorthand contests a Gregg writer made the highest official record *on solid matter* (177 words per minute, net) ever made in any of the contests. He also made the highest official record on testimony ever made in these contests (218 words a minute, net) by one of his age or experience. Mr. Gurtler began the study of shorthand just four and one-half years prior to the contest.

These remarkable speed records have swept away the "last argument" of the opponents of the Forward Movement in shorthand.

## *Typewriting—*

The Students' Contest for the "BROWN TROPHY" at the Central Commercial Teachers' Convention, June 5, resulted in another triumph for RATIONAL TYPEWRITING. Last year a RATIONAL operator won the "BROWN TROPHY," and second place was also taken by a RATIONAL operator, although there were eleven contestants. This year a RATIONAL operator, Miss Elsie Carlson, of Galesburg, won the trophy, and second place was taken by Miss Irma Kier, of Davenport, who is also a RATIONAL operator—out of fifteen contestants.

The plan of RATIONAL TYPEWRITING—"from the simple to the difficult"—backed up by a well-balanced and thorough course of instruction, has made it the leading text-book on this subject now on the market. A sample copy of the book will be sent on receipt of 50c.

## *Applied Business English—*

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Send for beautifully illustrated booklet, containing the history of past meetings of the Association, with outline of program for 1909 convention. Write for hotel and room rates, etc. Be sure to take in the G. S. A. Convention.

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| <b>Office Routine and Bookkeeping</b><br><small>Introductory and Complete Courses</small>            | <b>Test Questions in Commercial Law</b>        |
| <b>Bookkeeping and Business Practice</b>   | <b>Mills's Modern Business Penmanship</b>      |
| <b>Three Weeks in Business Practice</b>  | <b>New Practical Grammar</b>                   |
| <b>Practice System of Business Training</b>  | <b>Belding's Commercial Correspondence</b>     |
| <b>First Lessons in Bookkeeping</b>  | <b>English Punctuation</b>                     |
| <b>New Introductive Bookkeeping</b>  | <b>Pitman's Shorthand Instructor</b>           |
| <b>New Complete Bookkeeping</b>  | <b>Munson's Pocket Phonographic Dictionary</b> |
| <b>Advanced Bookkeeping and Banking</b>  | <b>Seventy Lessons in Spelling</b>             |
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Both remarkable for their clearness and practical character.

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# PENMAN'S ART JOURNAL

VOL. 33

AUGUST, 1909

No. 12

## THE PENMAN'S ART JOURNAL FOR 1909 AND 1910

For a number of years it has been the custom of the *JOURNAL* to make in its August issue a preliminary announcement of the leading features for the succeeding school year. This year we come before our friends and readers with a program of unusual strength and interest.

**BUSINESS EDUCATION.**—First and foremost our mission for the coming year shall be the advancement of the cause of business training. No other magazine has waged so effective a campaign for practical, vocational training; and, if we judge the future aright, there is much yet to be done in the field. Especially is this true when applied to the work of the private business school. This institution must in the future, as it has in the past, represent all that is most practical, most progressive and most thorough in business training. The pioneers in this great department of vocational training are not going to fold their arms, contentedly surveying the achievements of bygone years, but are going to forge ahead, breaking new ground and opening up new avenues of usefulness and employment for the coming generation of business men. The spirit of progress, then, will sit at the helm of the *Journal* ship the coming year and endeavor to be a potent factor in the work.

We have arranged with several of the foremost members of the business school profession for a series of articles on the improvement of the work. Some of these articles are already in type. They are filled with helpful suggestions.

The last decade has witnessed the introduction of commercial work into the high schools of practically all of the larger cities of America. These schools are rapidly drawing to them some of our strongest teachers. They, too, have an important work, and they are performing it to the satisfaction of their patrons. The problems of the commercial teacher in the public school are not the same as those of the teacher in the private school. Public school training represents a maximum of generalization and a minimum of specialization. The private business school typifies the reverse. One of our most influential leaders of commercial work in connection with public schools is writing a series of articles on that phase of the work.

Would you know more about the progress of business education? Read the September and succeeding issues of *THE JOURNAL*.

**PENMANSHIP.**—Some one with the gift of crystallizing thought has said that "Penmanship is the soul of commerce." We are not going to argue whether this is true or not; but for the past three thousand years, or from the time commerce became an institution among men, the art of writing has been its most indispensable adjunct. We therefore make it one of our strongest features. The courses in Business Writing this year will be given by the world's greatest business writer, Edward C. Mills, and his accomplished associate, S. E. Leslie.

The artistic side of the art will be attended to by equally skilful hands. In Ornamental Writing, W. A. Hoffman, A. M. Wonnell, Theodore Courtney and a number of other leading lights, who will contribute miscellaneous specimens, will supply the courses.

**LETTERING.**—We have on hand an inspiringly practical course in lettering for the engraver, all prepared by that master of pen and brush, E. E. Marlatt. Mr. Marlatt says he is going to give the talent something in the way of lettering and engrossing that will keep all busy. We also have some gems from the pen of H. W. Flickinger, which will appear throughout the year.

**GRAVER'S SCRIPT.**—G. De Felice, whose all-round skill in the various departments of pen art has compelled our admiration, has prepared a course in Engraver's Script which will maintain the high standard established by this department for so long.

**MADARASZ.**—No matter what Madarasz furnishes, every one knows that it will be better than anything from the pen of any other writer in the world. "The King of Them All" is preparing a series of pen studies that will be the delight of his friends and the admiration and inspiration of the learner.

**DESIGNING.**—It has been some time since the readers of the *JOURNAL* have been privileged to follow a course in designing by the artist from "the rock-bound coast of Maine," E. L. Brown. This year is to be an exception, and Mr. Brown has prepared his surpassing course for our own family.

**FLOURISHING.**—The course prepared by M. B. Moore last year, and which aroused more interest in the esthetic side of the art than any similar course recently given, will be followed by an advanced course that will tax the ability of the most skilful to equal.

**OTHER FEATURES.**—We have enumerated only the leading features of the magazine, and those of a professional nature. In addition to these, the regular departments will be maintained and an abundance of live, invigorating and helpful matter will appear in the reading pages.

**NEWS EDITION.**—The features mentioned in the foregoing paragraphs will appear in the Regular Edition. The News Edition will give the same matter, and in addition from eight to sixteen pages of general news, miscellaneous educational articles, locations of teachers, biographical sketches, convention reports and programs, etc.

**OUR PART.**—So much for our part in the matter. It is for the *Journal* staff in the office on Broadway to provide the best in the market; but all this would avail nothing without the support of all school men and women. This may be given in many ways—clubs, news items, subscriptions, letters and, what goes a long ways, too, a word of suggestion and good will now and then. *And now for a big year!*

# The Penman's Art Journal

**PUBLISHED BY**  
**THE NATIONAL PENMANSHIP PRESS**  
 HORACE G. HEALEY, EDITOR  
 229 BROADWAY, NEW YORK

**TWO EDITIONS.**

THE JOURNAL is published monthly in two editions.

THE PENMAN'S ART JOURNAL, 32 pages, subscription price 75 cents a year. 8 cents a number.

THE PENMAN'S ART JOURNAL, News Edition. This is the regular edition with a special supplement devoted to News, Miscellany, and some special public-school features. Subscription price \$1.00 a year, 10 cents a number.

All advertisements appear in both editions; also all instruction features intended for the student.

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News Edition—\$1.00 a year. Five subscriptions, \$5.00; one hundred subscriptions, \$100.00.

After the first five, each subscription to entitle the club to the minimum rate, as specified above, additional subscriptions in any number will be accepted at the same rate throughout the school year.

On foreign subscriptions, including Canadian, and on subscriptions in Boroughs of Manhattan and Bronx, New York, 25 cents a year extra, to pay for additional cost of delivery.

**ADVERTISING RATES.**

\$3.00 an inch. Special rate on "Want" ads. as explained on those pages. No general ad. taken for less than \$2.00.

**CHANGE OF ADDRESS.**

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

**The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.**

**"TIS NOT IN MORTALS TO COMMAND SUCCESS, BUT WE'LL DO MORE, DESERVE IT."**

**MOVEMENTS OF THE TEACHERS**

George A. Race, for some years commercial teacher and supervisor of penmanship in the Jamestown, N. Y., schools, goes to Bay City, Mich., as supervisor of penmanship.

Miss Lena McCartney, of Nebraska City, Neb., will teach Gregg shorthand in the Creston, Iowa, Business College.

Miss Lillian Eaton is to take charge of a new commercial department in South Hamilton, Mass., High School.

Miss Bessie Beirne, of Sharon, Pa., is a recent addition to the staff of Burdett College, Boston.

S. C. Bedinger, a widely known penman, who last year was with the Springfield, Mo., Business College, goes to the Globe Business College, St. Paul, Minn.

T. P. Zum Brunnen, of Shenandoah, Iowa, will teach commercial subjects in the Ocilla, Ga., Business College next year.

S. B. Johnson, a recent Zanerian student, will be a new assistant with the Coleman National Business College, Newark, N. J.

Highland Park College, Des Moines, is fortunate in obtaining the services of H. M. Munford as head of the shorthand department. Mr. Munford last year was with the Kentucky Military School at Lydon, Ky.

J. P. King, of the Euclid School, Brooklyn, N. Y., has been engaged for the coming year by the Packard School, New York City.

P. L. Greenwood, well known in penmanship circles and recently head of the commercial department of the Globe

Business College, St. Paul, has been chosen head of the commercial department of the South High School, Minneapolis.

Paul R. Eldridge, an R. B. I. graduate, goes to the Wellsville, N. Y., High School as commercial teacher.

D. A. Reagh, a graduate of Ferris Institute, Big Rapids, Mich., has been engaged as commercial teacher in that school on a three-year contract.

C. N. Wilson, of Antigo, Wis., becomes manager of the Wisconsin Business College, at Manitowoc.

C. R. Hill, a widely-known penman, has engaged with the Drake Business College, Newark, N. J.

Charles M. Albright, last year with the Hackettstown, N. J., High School, has quit preaching and gone to practising, as the saying is, having been chosen auditor for a group of silk mills, one of which is located at Hackettstown. This business position is an exceedingly desirable one and it came to Mr. Albright through his effective work in straightening out a set of tangled books.

M. N. Crain is a new commercial teacher in the Santa Rosa, Cal., Business College, and Miss Virginia Grant, of Amherstburg, Ont., will have charge of the shorthand work in that school.

C. E. Hudson, for some time principal of the Massachusetts College of Commerce, Boston, owned by George P. Lord of Salem, Mass., and Mrs. Nina P. Noble, Mr. Hudson's sister, who for several years has been teaching for Mr. Lord in his Salem school, have been engaged to take charge of the commercial work of the Morse Business College, Hartford, Conn.

A. T. Lamb, of Abilene, Kan., is with the Lawton, Okla., Business College.

R. W. Dielh, who has been in charge of the commercial department of the Humboldt High School, St. Paul, Minn., has been chosen supervisor of penmanship in the public schools of St. Paul.

Rolland Helman has disposed of his interest in the Alton, Ill., Business College and has been made head of the commercial department of the Michigan City, Ind., High School.

Miss Grace L. Watkins, of Keene, N. H., will have charge of the new commercial department in the Waterford, N. Y., High School next year.

J. H. Keys, of the Sioux City, Iowa, High School, has been engaged for the commercial department of the Bay City, Mich., High School.

E. L. Grady, a Zanerian student, will be with the Idaho Industrial Institute, Weiser, Idaho, during 1909-10.

W. W. Arner, who last year had charge of the commercial work in the Clay Centre, Kan., High School, will be commercial teacher and supervisor of penmanship in the Hastings, Neb., High School during the coming year.

Miss Helen Cox, of Bellefontaine, Ohio, is a new shorthand teacher at the Loraine, Ohio, Business College.

D. Fullmer, of the Fitchburg, Mass., Business College, is spending his vacation at Fenton, Mich.

**PINK WRAPPER**

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

**CHANGE OF ADDRESS**—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the editor or teacher who sent in your subscription, but write to this office direct.

D. E. Cox, of Petersburg, Va., will be an assistant commercial teacher in the Washington State College at Pullman next year.

C. E. Miller, of the Ashland, Ky., High School, has been elected head of the new commercial department to be established in September in the Huntington, W. Va., High School.

Miss Mabel Hayes, who last year was senior commercial teacher in the Newburyport, Mass., High School, takes a similar position in the Dover, N. H., High School.

C. W. Edmundson, a Gem City Business College graduate, goes from Quincy, Ill., to the Metropolitan Business College, Chicago.

W. A. Arnold, following Horace Greeley's advice to young men, goes west from the Passaic, N. J., High School to the Woodbine, Iowa, Normal School.

J. Glenn Crumb, of Linesville, Pa., has accepted a position with Merrill College, Port Chester, N. Y.

Ontonagon, Mich., loses Miss Emily P. Robinson, who goes to the Oshkosh, Wis., High School to take the place of Miss Clara E. Townsend, who is added to the staff of the Massachusetts State Normal School at Salem, Mass.

Joseph W. Smith, formerly of the Tri-State Business College, Cumberland, Md., has been selected as head of the commercial department of the Metropolitan Business College, Toledo, Ohio.

F. A. Keefover, widely known among pennmen and commercial teachers, has given up the banking work at Summerfield, Kan., and has been elected head of the new commercial department of the Blue Rapids, Kan., High School.

Edgar McAlone, last year with the Rahway, N. J., High School, has been elected commercial teacher in the Hammonont, N. J., High School.

Comer's Commercial College, Boston, Mass., lost a fine teacher when L. M. Rand was chosen commercial teacher for the English High School, Boston. Boston is rapidly absorbing the best commercial teachers among the public and private schools in that vicinity.

C. J. Styer, a recent graduate of the Norwalk, Ohio, Business College, has accepted a position with the Commercial Service Corporation, of Nashville, Tenn.

H. C. Ritter, head of the commercial work in the Creston, Iowa, High School last year, becomes cashier of the New Melle, Mo., Bank.

Sydney L. Angell, last year with the Rolling Prairie, Ind., High School, has been appointed head of the commercial work of Augustana College, Canton, S. Dak.

Charles Menz, of Chillicothe, Mo., will be employed by one of the Douglas schools in Pennsylvania during the coming year.

Louis W. Siegrist is the new commercial teacher in the Troy Conference Academy, Poultney, Vt.

Miss Carpenter, of Ypsilanti, Mich., will follow Miss Gertrude C. Hunnicutt in charge of the shorthand department of the Lansing, Mich., Business University.

Charles C. Staehling, last year with the University Preparatory School, at Tonkawa, Okla., has been appointed head of the Department of Commerce at the State Normal School, Warrensburg, Mo.

Miss Lilabel Gazzam, of the Merrill College, South Norwalk, Conn., has accepted a position as shorthand teacher in the Mountain City Business College, Chattanooga, Tenn.

E. T. Overend, for eleven years with the Pittsburgh, Pa., Academy, joins the staff of Reno College, Pittsburgh, and George F. Atkinson, of Pittsburgh, will be an assistant in that school.

William A. Barber, of the Southwestern State Normal School, California, Pa., is the new head of the commercial

department of the Brockton, Mass., High School, his predecessor having been chosen for one of the Boston high schools.

H. I. Jones, who has spent a very successful year with the public schools at Taylor, Pa., as teacher of commercial branches and penmanship, is enjoying his vacation at Olney, Ill.

Miss Mabel E. Rice, for the past year with the Pennsylvania State College, State College, Pa., has accepted a position as teacher of commercial branches and shorthand in the Tubman High School for Girls, Augusta, Ga., under T. H. Garrett. Miss Rice is a capable young woman and cannot fail to give satisfaction in her new position.

C. T. E. Schultze, who has done some good work in the penmanship field around New York, has decided not to teach the coming year and has accepted a position as bookkeeper in Chicago.

H. C. Brown, a graduate of the commercial department of the Western Normal College, Shenandoah, Iowa, and for some months an assistant teacher there, will be with the York, Neb., Normal School the coming year.

R. D. Thurston, of Rome, N. Y., is spending his Summer vacation at Liberty, Me.

Charles A. Waynant, who has been teaching at Martinsburg, W. Va., will be at Lantz, Md., for the Summer.

W. J. Goggin, of Gardner, Mass., has been elected to a position in the High School at New Bedford, Mass. Mr. Goggin is a well educated and capable teacher.

L. V. Lewis, of West Danbury, N. Y., will be the commercial teacher at Sanitarium Springs, N. Y., for the coming year.

E. R. Welch, of the Oil City, Pa., Business College, has secured the services of Charles Butterbaugh, of North Manchester, Ind., for the season of 1909-10.

Another addition to the staff of the Coleman Business College, Newark, N. J., is Mrs. G. Birkholz, of New York City. Mrs. Birkholz is a capable shorthand teacher.

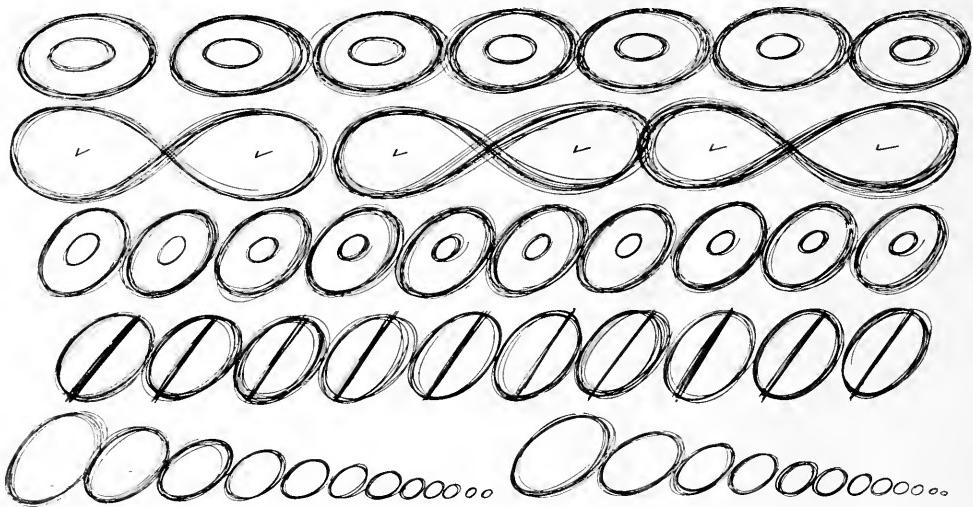
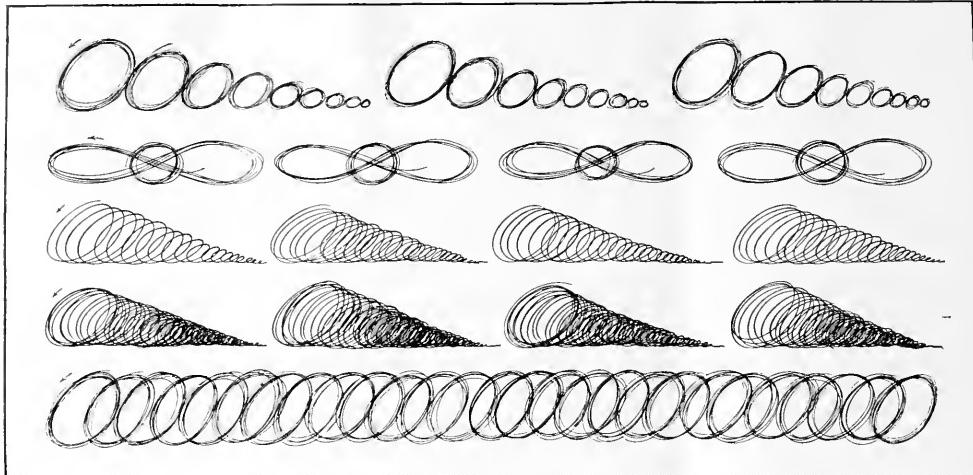
J. A. Kirby, who has given excellent satisfaction in the commercial department of the high school at Rutherford, N. J., has been elected to a very desirable place in the Brooklyn Training School for Teachers. He will have charge of the penmanship work there. Mr. Kirby came from Ohio only a year ago.

#### COMMON WORDS FREQUENTLY MISSPELLED

100 OF "ZULAUFS'S FIVE HUNDRED"—SET 5.

napkin	striped	repaired	owing	chattels
knapsack	stripped	catsup	kerosene	veiling
spittoon	pulleys	rifle	gasoline	preferred
engineer	plaid	doesn't	haven't	neckwear
sweater	razors	especially	dyers	hardware
brooch	medicine	speller	hosier	easily
shove	immediately	kitchen	wringer	citron
sandwich	shrewd	gluey	chicory	trough
patriot	disappear	ounces	balloon	brakeman
portrait	obliged	eraser	shoulder	auction
variety	needles	usually	remitted	running
really	bowl	scoop	squeak	cooky
vineyard	actually	chopping	journeys	righteous
acme	science	definite	committee	necessity
wagons	croquet	mulberry	hyphen	reckon
central	lounge	surrey	assessor	museum
lily	thistle	tier	carol	scraping
manger	cupboard	passion	coral	pears
nasty	neither	gaiters	pickled	whittle
guinea	donkeys	buggies	mountain	completed

## COPIES FOR SUMMER PRACTICE



### Sentences.

Small gains are better than none.

Education is a safe investment.

Lost time is never found again.

Better wear out than rust out.

What does the winter bring?  
Berries red on the holly spray.  
Gems of ice in the clear cold day,  
That, gleam, on the tall fir trees;  
Over the world with its leaden skies  
Dainty snow like a blessing lies.  
But it bringeth more than these,  
Time for the busy hands to rest,  
For cozy seats in the warm home nest,  
With blazing logs piled high,  
Happy hearts for the Christmas cheer,  
And no regret for the parting year  
As you bid its hours good-by."

PRODUCT WORK BY C. A. BARNETT, OBERLIN, OHIO.

Detroit, Mich., Nov. 4, 1899.

Mr. Edward Newell having been in my employ four years as salesman, it gives me pleasure to testify to his ability and good character. He leaves my employ voluntarily with my best wishes.

Simon D. Cameron.

BUSINESS FORM BY L. MADARASZ.

A B C D E F G H I  
J K L M N O P Q R S  
T U V W X Y Z & Co.

CAPITALS BY E. J. ABERNETHY, RUTHERFORD COLLEGE, N. C.

# News of the Profession

A recent issue of the *Utica Saturday Globe* contained a full account of the graduation exercises of the Utica School of Commerce, devoting almost an entire page to description of the proceedings and photographs of the graduating classes. Ninety young people received their diplomas, almost equally divided between shorthand and commercial departments. The exercises were held in the New Century Auditorium on Thursday evening, June 24.

Although Dr. Newell Dwight Hillis, of Brooklyn, pastor of Plymouth Church, who was to address the pupils of McCann's Business College, Mahanoy City, Pa., at the twelfth commencement on Monday evening, June 21, was unable to be present, Dr. N. McGee Waters, of Brooklyn, was secured, and spoke eloquently on "Business Integrity and Honesty." Fifty-two graduates and many friends heard the address. This was only one of the many numbers on the interesting programme at the Family Theatre that evening.

At the graduation exercises of the Rhode Island Commercial School, Providence, R. I., General Nelson A. Miles was the principal speaker. General Miles, many years ago, took a course in Comer's Commercial College, Boston. The General expressed the belief that in everything worth while all other countries are far behind the United States, but warned his hearers that only by earnest work could that eminent position be retained. Frederick Hamilton, of Tufts College, was another speaker. The exercises were held in Infantry Hall on the evening of June 30.

One of the most interesting changes in the commercial school world is the resignation of J. M. Latham, long connected with the commercial department of the Gem City Business College, from that institution, to take up work with the Port Arthur (Texas) Business College. Mr. Latham enters upon his new duties in September. He came to Quincy, Ill., eleven years ago, from Jacksonville, Fla., and soon became recognized as one of the leaders in the business educational life of the North. In returning to the South he is not seeking an untried field, but merely yielding to the natural impulse to return to the section in which his earlier years were spent. The Port Arthur school is heavily endowed by the well-known financier, John W. Gates, but the endowment of brains brought by such men as Mr. Latham, who is not only a teacher of unusual capacity, but a gentleman of the highest type, is far more valuable to the school than the dollars which are behind it. *THE JOURNAL* wishes him every success, confident that it will be his.

Other additions to the staff of the Port Arthur school are Lee D. Heckman, who will be an assistant in the bookkeeping department, and Miss M. A. Rogers, who will be connected with the shorthand department. It is evident that no pains are being spared to make the Port Arthur Business College one of the strongest institutions in the South.

The handwriting experts have been busy this summer. During the trial of Broughton Brandenburg, in connection with the Cleveland article published by the *New York Times*, David N. Carvalho was placed on the stand and pronounced the supposed Cleveland signature a forgery. Other experts who testified were George Pengelly, of Columbus, O., and Harry J. Humphrey, the latter devoting his testimony to the matter of typewriting, declaring that every individual typewriter has

its characteristics by which the work could easily be recognized. This is in accordance with the statements of A. S. Osborne, of Rochester, who has prepared an interesting little book on the subject, mentioned in *THE JOURNAL* some months ago. In Pendleton, Ore., another trial was going on about the same time in connection with a will, the signatures on which were said to be forged. Two penmanship experts well known in the ranks of commercial school men were W. W. Williams, of the Rose City Business College, and M. A. Albin, of the Albin-Williams Studio. As to the importance of the testimony, the *East Oregonian* says: "The testimony of Messrs. Williams and Albin is regarded by the attorneys for the contesting heirs as the most important yet introduced and as proving conclusively their contention that the will and its attendant documents are forgeries." Instead of being a lost art, as some predicted would be the case, penmanship seems to be becoming more important every year.

The suspense of P. W. Costello, who has for the past three years been a member of the registration commission of Scranton, Pa., was ended early in July, when he received notice of his reappointment by the Governor for another three years. Mr. Costello is well known throughout the country as one of the best engrossers, and his friends will be pleased to learn that the \$2,000 a year which accompanies the position will be his for another term.

Under the heading of "Soule College Greater with the Passing Years," the *New Orleans Daily Picayune* devotes an entire page to the fifty-third graduating exercises of Soule College, at Tulane Theatre, on Tuesday evening, June 29. Not only that, but the *Picayune* says editorially:

"Professor George Soule, one of the most successful and best-known educators in the State, yesterday held the closing exercises of the fifty-third session of his classical and commercial collegiate institution in this city."

"Professor Soule sets out with a statement that there is a steady increase of crime and vice in our country and he attributes it to the lack of mental education, to the lack of moral training, to the great flood of sensational and immoral reading matter in newspapers and in cheap publications which are scattered through every community, by which the thoughts of our youth are turned to and made familiar with vice and impurity, and those affected by this contamination are led into habits of evil self-indulgence and finally into idleness and crime, and he quotes criminal statistics to substantiate his position.

"It must be instilled into the young mind that certain acts are evil in themselves, that they are dishonorable in the sight of all respectable and well-regulated people and that if persisted in they will breed disease and lead to disgrace and crime. All this should be taught to the youthful mind and to the young conscience before any evil habits are formed, for after that the greatest difficulty is experienced in working a change. It is in the home and in the primary school that the moral training should begin, and if that be done, by the time the pupils are old enough to enter Professor Soule's excellent institution and to be trained under the admirable principles and elevating doctrines which he instills, there is almost a certainty that they are going to be graduated out of his school fitted for the useful, the honorable, the pat-

rietic duties of life and become worthy workers in the great system of making this world a better place in which to live and our fellows better prepared when called on to leave its busy scenes to enjoy the conditions for which all proper education, moral and religious training and honorable and useful service have prepared them.

"There is no more important earthly function than the proper education of youth, and Professor Soule has built for himself a worthy monument in the intellectual and moral training which for more than half a century he has imparted to the youth of the country."

The *Picayune* might, with equal propriety, have referred to Mr. Soule as one of the best-known educators in the country, for during his more than half a century of activity along educational lines he has left his impress for good upon the educational life of the entire nation. That he may be the principal figure at many more graduation exercises is the hope not only of business educators but of all who know his good works.

Advices from various parts of the country indicate that there is increasing prosperity in the field of the Smith Premier Typewriter Company. The Cincinnati office reports an increase of more than 100 per cent in permanent and temporary positions filled by the employment department during June, 1909, over June of last year. Sales also show a marked increase. The Cleveland office has the same story to tell. Pittsburgh shows an increase of about 50 per cent.

Miss Anna M. Hey, of Cincinnati, a one-armed typewriter operator, has been touring the offices of the Smith Premier Company giving daily demonstrations in the windows. During the time she was at work the sidewalks were blocked with interested spectators. She has already visited Indianapolis, St. Louis, Nashville, and Chicago, besides giving an exhibition in her home town, Cincinnati.

Mrs. M. A. Merrill, proprietor of the Merrill colleges at Stamford and South Norwalk, Conn., and Port Chester, N. Y., spent her vacation in Essex County, N. Y.

Frederick Juchhoff, who has for the past year taught shorthand in the Butte (Mont.) Business College, has taken up special work in Chicago for the summer. Mr. Juchhoff expects to still further increase his already high qualifications for commercial school work.

M. A. Albin, the oldtime penman of Portland, Ore., has resigned his position with the Behnke-Walker School, of that city, to engage in other business. For some time Mr. Albin has made a specialty of commercial script lettering for heading purposes, and has brought the art, as applied in this manner, to a high state of perfection. Specimens recently received from him are among the finest we have ever seen.

We have recently received a letter from W. H. Crowell, of Washington, D. C., in which he says that the last writing school he attended was in 1854, in Platt R. Spencer's Log Seminary, Geneva, Ohio. Mr. Crowell knew Mr. Spencer's family well. We quote from his letter: "Robert C., Platt R., Jr., Henry C., Harvey A. and Lyman P., the youngest son, all of whom I have known for sixty years, and I desire to remark that in all my journey of seventy-three years I have never met better or truer friends."

The JOURNAL is in receipt of a souvenir post card on which is embossed in white and gold a perfect specimen of the stork, bearing news that at the home of Mr. and Mrs. R. C. Cottrell, Logansport, Ind., he had delivered safe and sound a boy weighing seven and one-quarter pounds, and who has already been christened Clarence. Another penman is now added to our ranks. Congratulations are extended to the proud and happy parents.

D. A. Casey, proprietor of the Capital Business School, Albany, N. Y., in a letter, dated July 9, says: "You will be pleased to know that I have finished the school year stronger than I could have hoped. The outlook for next year is that I shall have a substantial increase."

B. F. Williams, president of the Capital City Commercial College, Des Moines, Iowa, writes THE JOURNAL, date of July 8, that on the 15th of August this excellent school will move into its own new building. This will be one of the finest private school buildings in America. Congratulations are hereby extended to our friends of the four C's—Messrs. Williams and Carothers, the President and Vice-President, and Miss Carrie A. Clarke, Secretary.

A card was received at THE JOURNAL office, announcing the opening on July 6 of the Brandon-Stevens Institute, New Brighton, Staten Island, N. Y.

In our last issue we quoted from a newspaper an account of a gift by the pupils of Mr. Leslie to their honored teacher. The same was represented as a "hairbrush." Mr. Leslie informs us that the paper had it wrong—it should have been "airbrush," a very useful article in the hands of an engrossing artist.

M. A. Conner, the well-known commercial teacher, has just closed a very successful year in the high school at Medford, Mass., and has been re-elected for another year. Mr. Conner has met with splendid success in his work as director. During the summer he is spending his vacation at the Harvard Summer School. We congratulate our friend on his merited success.

The stork visited the home of Mr. and Mrs. Charles C. Jones, Dunkirk, N. Y., on June 21, and left with them Tom Bard Jones to make that his home for the next twenty-one years. We congratulate Tom as well as his parents.

The JOURNAL staff is in receipt of an invitation to attend the fifty-third anniversary and commencement exercises of Soule College, New Orleans, on June 29. A very large graduating class received diplomas.

Merritt Davis, the successful penman and teacher of the Capital Business College, Salem, Ore., delights us with a very complimentary letter under the date of June 19. Mr. Davis is one of the teachers who regularly pursue the courses of THE JOURNAL. This year he followed Mr. Martin's course in Engrossing Script, and says that he found it a very pleasant and profitable department of penmanship. The teachers who are making most rapid progress are those who, like Mr. Davis, are constantly devoting their spare minutes to study. Each year competition is becoming keener and stronger in the teaching profession, and those who are not progressive or ambitious will awake some day to find themselves stranded. Let every one profit by the example of Mr. Davis.

The *Shorthand Writer*, of Chicago, is sending out an eight-page pamphlet on the subject of shorthand court reporting as a profession. This pamphlet makes very interesting reading to any one who is at all interested in shorthand. The pamphlet was prepared by the National Shorthand Reporters' Association, and we advise all reporters to send for a copy to the *Shorthand Writer*, 70 Clark street, Chicago, Ill.

#### MODERN ENGRAVING

The penmen certainly appreciate the set of resolutions by E. E. Marlatt which appeared in our July issue. A number of orders for the same have been received. They make a beautiful set to be framed. They are printed on heavy wood cut paper, and a copy will be sent in a mailing tube for twelve two-cent stamps. Address THE JOURNAL Office.

We are in receipt of a letter from an itinerant writing teacher as follows: "Can you not publish in your JOURNAL a series of lessons suitable for the traveling teacher whose length of time is ten or twelve days or evenings?" This we think is an important matter and we shall be very glad to hear from some of our penmen who have had experience in itinerant work. What we would like to know is, what is usually given in such a course, and whether or not any attempt is made at teaching both business and artistic writing.

An excellent combination of high class school and capable teacher was made when B. C. Beetham accepted a position with the Behnke-Walker Business College at Portland. His work at Mankato, Minn., has been characterized by a quality which insures success in the larger field. He took up his duties August 1.

The vacancy caused by the resignation of C. H. McGuire from the Specialists' Educational Bureau, Webster Groves, Mo., has been filled by the selection of L. B. D'Armond, of Knoxville, Tenn., for that important post. Mr. D'Armond is thoroughly familiar with the field, having been for a number of years head of the Bristol, Tenn., Business College. Mr. D'Armond will remove his family to the West and make St. Louis his permanent home.

Charles C. Staehling, a graduate of the University of Chicago, and who for the past year has been head of the commercial department of the University Preparatory School, Tonkawa, Okla., has been secured by the Missouri State Normal School at Warrensburg, for its commercial department.

A. W. Lanning, of Valparaiso, Ind., who expects to teach this Fall, sends us a souvenir post card showing the court house at Valparaiso.

The Pittsburgh (Penn.) Academy, known for its many years of successful work, is preparing to move to a new home. The new quarters will be in the May Building, Fifth and Liberty avenues. The school will occupy four complete floors.

#### OBITUARY

BENJAMIN F. KELLEY, 1835-1909.

Benjamin F. Kelley, a member of the JOURNAL staff during the latter seventies and early eighties, died in New York on June 23 from the effects of the heat. Mr. Kelley was a native New Englander, having been born in Jamaica, Vt., February 18, 1835. He was, therefore, seventy-four years of age at the time of his death and had enjoyed excellent health almost up to the last moment. He was active in penmanship work to the end, and at the time of his death was on his way home with some diplomas which he was to fill in.

At a very early age Mr. Kelley displayed unusual mental qualities. It is said that he knew the multiplication table before he was five years old, and at nine had solved all the problems in Coborn's Mental Arithmetic. About this time the family moved to Bainbridge, New York, where he entered the public school. Completing the high school work at the age of sixteen, he took up teaching in the country schools and also conducted an evening writing school. During this time he was developing short processes for arithmetical calculations, and one of these was instrumental in gaining him a license to teach without any other examinations.

Like many members of the profession, Mr. Kelley liked to travel, and during this part of his career visited many points in the East. Having made a special study of counterfeit money, his services were somewhat in demand as an expert, and he had frequent calls for such services. Later on he

embodied the knowledge he had acquired in a pamphlet on the art of detecting counterfeit money, from which numerous quotations have been made by other authorities.

His next move was to join a theatrical company, and in his travels he visited most of the cities east of the Mississippi and in Canada. During the Civil War he enlisted in the service of his country and was first stationed in Staten Island, but later did active service in the South, where he was once taken prisoner. After the war he traveled extensively not only in this country, but in the Old World.

When he entered the Empire Business College, in Buffalo, in 1869, for a year's course, his business educational work began, and he taught for many years thereafter in New York. During this time he delivered many lectures on his travels. Among these lectures were "Jerusalem, Temple Area," and "Westminster Abbey," which attracted considerable attention for their conciseness and authority. At the time of his death Mr. Kelley had just completed the notes and manuscript for 400 pages on a lecture to which he had devoted the greater part of his professional life. His intention was to call this lecture "The History of Writing; or, Speaking to the Eye." The unfinished manuscript will probably find publicity now in book form.

He became connected with THE JOURNAL during the first year of its publication, and for many years was associated with the leaders in pen-art and business education. No man has served his cause with greater credit than did Mr. Kelley, and, while perhaps almost unknown to the later generation of commercial school men, he has left his impress upon the profession, and the greatest monument to his memory is the good work he has done during the many years of his active career.

#### JOHN H. MOORE.

John H. Moore died at Boston, Massachusetts, June 27, 1909. He was born March 12, 1875, at North Rose, Wayne County, New York. He finished the course in the village schools in North Rose, after which he entered the Rochester Business Institute and graduated from that school in the shorthand and commercial courses. For two years he was the teacher of commercial subjects at Oakwood Seminary, Union Springs, New York, and afterward taught for six years in the Rochester Business Institute. At the time of his death he was at the head of the Commercial Department in the Charlestown High School, Boston, Massachusetts, where he had taught for the past nine years.

John H. Moore was endowed with great natural ability and was an extraordinarily successful teacher of commercial subjects. He acquired an excellent education, not only on commercial but on general lines. His writings on commercial topics have taken the very highest rank. Early in his teaching career he was employed by Messrs. Williams and Rogers to work on the revision of their commercial series. Later he associated himself with Ginn and Company as the senior author of Moore and Miner's volume on Accounting and Business Practice, and also on Moore and Miner's Practical Business Arithmetic. He left several manuscripts in practically complete shape at the time of his death. His versatility is shown by the fact that one completed manuscript, entitled "Guide Posts on Friendship's Way," was in the hands of the publishers and will probably be issued at an early date by Paul Elder and Company. Mr. Moore had attractive personal qualities and made many warm friends. His unexpected and untimely death removes one of the most capable and successful leaders in commercial education, and closes for many a rich and valued friendship.

**REWARDS OF A TEACHER'S LIFE**

By W. S. SCHLAUCH,

HIGH SCHOOL OF COMMERCE, NEW YORK.

Certainly, if we accept the judgment of the world as expressed in the price paid for our services, our rewards are small indeed. But I desire to turn from

*"Things done, that took the eye and had the price;  
O'er which, from level stand,  
The low world laid its hand,  
Found straightway to its mind, could value in a trice,"*

and turn to a view of things, from a higher standing ground, from which the estimates and rewards of the mart and market place will be dwarfed into their true proportions.

In the view of so ripe a scientist as Shaler, this universe is made up of isolated structures. Atoms, molecules, crystals, celestial spheres or organic bodies are merely the ascending types of individualities that people known space. And all these individuals are alone. Atoms are separated from each other, intermolecular spaces are great when compared with the molecules themselves, and no two are ever in permanent contact. Indeed, if we could follow the chemist in his varied and complex manipulation of matter, and see with the eye of the imagination the rhythmic dance of atoms and molecules, as chemical elements unite and separate, we should find that though mysterious invisible hands clasp, as atoms unite themselves into new molecules, yet these bonds hold asunder more completely than they join. And if we turn from the immensely small to the immensely large, we find that across the yawning abysses of space that separate us from other celestial spheres no conscious message has ever been flashed.

When we turn to self-conscious creatures, we find growing evidences of a consciousness of this loneliness of the individuality in the universe and an increasing effort to break down the barriers. Standing, as he does, at the head of the series, and living in most intimate communion with his fellows, man yet realizes and shrinks from his loneliness. Alone he enters and leaves his conscious existence, and in spite of all his efforts he never succeeds in entering into the consciousness of any other conscious being; nor can he convey to any other the exact shade of thought, the shimmer or flavor of delicate feeling he most enjoys.

If we review these individualities from the lowest to the highest, we find that though alone they react on each other, Attractions and affinities, gravitations and repulsions are the words with which we try to label the kind of influence the lowly inorganic individualities exert on each other. And here I remark that the kind of influence these lowly structures exert on each other is invariable in quality under like conditions. The forces that made a crystal of quartz in the Archaean era will produce such a crystal to-day in our laboratories. But as we enter the organic series, the influences which the creature receives and sends forth to other individualities steadily increases in amount, complexity and change in quality. Organic beings are not only subject to gravitation, and in their bodies to physical and chemical influences and laws, but, as we rise in the series, we find that they respond in an increasing degree to more and more delicate and remote stimuli in the environment. They *inherit* the influence of the environment, and their bodily structure changes, adjusting them to more numerous and delicately varied avenues of communication with the other beings of the universe, as the "world spirit, never hastening, never resting, weaves in the loom of Time the visible garments of God." Thus, the lower forms of organic life react in a half-mechanical fashion to the presence of their fellow creatures, fleeing danger, seeking food, uttering clumsy warnings. When we rise in the series

as high as the birds, we find in the billing and cooing, the fluttering and wing motions, the evident effort to enter into the consciousness of the mate, and to have her enter into the state of feeling with which he finds himself oppressed. There is a distinct effort to break down the barriers of individuality, and merge life with life, consciousness with consciousness.

And when we come to man we come to the being that has most completely acquired all the various avenues of influencing other individualities. His great dynamic influences are shown by the vast effects he has produced. He has swept away forests, extirpated animals, changed the nature of life. But vastly more important is the moral side of his activities. By the perfection through the slow march of the centuries of the delicate and flexible instrument of language he is able to register and transmit and build again in other consciousness the results of his thinking, longing and striving. He has most perfectly broken down the barriers, and become as a sun, radiating influence to uncounted millions, not limited to those living with him in the same little lapse of time, but master of an unlying future.

Here it is that the greatest reward of the teacher emerges into view. He has, if he be a true teacher, a thorough mastery of those delicate instruments for giving and receiving moral influences, for breaking down the barriers and sharing in the universal life in which we are all bathed. If Shakespeare's mind was a "Niagara of gems spanned by fancy's seven-hued arch," I am able to gather up and admire the jewels. When he lived all lives, thought all thoughts, and thrilled with the passions of all mankind, I can live and think and feel after him. To me, if I am a teacher, the delicate, melancholy indecision of Hamlet, the ravings of Lear, the passion of Othello, the sport of the jolly rogue, Auto-laius, come in the living word in which the master mind of their creator imbedded them. If Spenser dreams of a law of evolution, whose onward, silent, resistless sweep embraces the development of a solar system, the evolution of society, or the genesis of organic beings, I, as a teacher, share with him in the glory of having my face turned toward the light, and reading God in His workings. And the value of this reward I would not exchange for any mess of pottage the world might offer.

The next reward I would mention is closely related to this. He, more than other men, remains in an atmosphere of moral influences. In continual contact with the young, who have not yet been led to estimate the things of this life by any sordid standard, whose relative purity of mind makes communion a delight, the teacher lives his life in contact with those who are most likely to catch the gleam of that undying light which he himself has seen. His pupils he regards as so many isolated personalities, whom he is helping to break down the barriers of loneliness, and in the process of helping to lift them to a view of that exalted time when each man shall live with truth and justice.

And one other reward we as teachers have in our companionship with one another. Our pleasures and recreations being largely intellectual, are heightened by the stimulus of companionship, sympathy and interchange of thought. A teacher is a man set apart. What has he to do at the banquets of the rich, "mingling his music with the roar of altogether earthly voices, and brightening the thick smoke of their intoxication with fire lent him from Heaven?" If he would be at one with himself, if he would get the greatest reward life offers to any one, let him prize the pleasures of intellectual friendships and associations. Busy as we are in our common cause equipping others with the instruments with which they may break down the barriers of their isolation,

(Continued on page 19.)

**THE NATIONAL SHORTHAND REPORTERS' ASSOCIATION**

The National Shorthand Reporters' Association holds its Eleventh Annual Convention at the Hotel Marion, Lake George, N. Y., August 24 to 27, 1909. The officers of the association have prepared a program full of interest not only to reporters but to shorthand writers of every description. Teachers can be especially helped by attending the meetings of this professional body, numbering among its members, as it does, practically all the court and general reporters of the country.

O. L. Detweiler, the president, writes us that matters of vital interest will come before the meeting. What these matters are only the reporters themselves know. Suffice it to say that they are of interest not only to reporters but to the public as well.

Teachers and shorthand writers of every description, plan to spend your vacation at Lake George, and be present at this meeting.

**PROGRAM**

TUESDAY, AUGUST 24, 11 A. M.—Opening Session of the Convention.

Address of welcome, by Charles H. Requa, Brooklyn, N. Y.

Response, by George Farnell, Providence, R. I.

President's Annual Address, by Oscar L. Detweiler, Philadelphia.

Report of Secretary-Treasurer, by Kendrick C. Hill, Trenton, N. J.

Miscellaneous Business.

Appointment of Committees.

Adjournment.

**2 P. M.—SHORTHAND SPEED CONTEST.**

WEDNESDAY, AUGUST 25, 10 A. M.

Annual Report of Committee on Legislation.

George A. McBride, Chairman, Philadelphia.

Charles F. Roberts, Secretary, New Haven, Conn.

Discussion.

Paper—"The Philanthropy of Labor Organization," by William M. Clift, Philadelphia.

Paper—"Machine Shorthand," by J. D. Strachan, Indianapolis, Ind. Adjournment.

3 P. M.

Conference of Legislative Committee with State and U. S. Court Committees.

THURSDAY, AUGUST 26, 10 A. M.

Reports of Committees.

Paper—"Our Stranger Friend, the Shorthand Reporter," by Colonel Henry M. Denning, Harrisburg, Pa.

Paper—"Shorthand Speed Contests," by Theodore C. Rose, Elmira, N. Y.

Paper—"The Reading of Shorthand Notes," by Frank R. Hanna, New York.

FRIDAY, AUGUST 27, 10 A. M.

Charles Currier Beale, Memorial Exercises.

Election and Installation of Officers.

Concluding Business of the Convention.

Final Adjournment.

THURSDAY EVENING—BANQUET.

Toastmaster: Peter P. McLonghlin, New York.

Speakers: Benjamin F. Spellman, John P. Martin, John R. Potts, Harry S. VanDemark, New York; Benn Pitman, Cincinnati; Frederick Island, Washington; Lewis Hopper, Philadelphia.

Music by the Hotel Orchestra and Mr. Charles H. Requa. The social program will be announced at the convention.

**EXAMINATION FOR CERTIFICATES AND SHORTHAND CONTEST**

The Examination for Certificates and the Contest for the Shorthand Writers' Cup, which are to be held in connection with the meeting of the National Shorthand Reporters' Association at Lake George, at 2 o'clock in the afternoon of Tuesday, August 24, are open to all shorthand writers, irrespective of length of experience, nationality or system written.

This is the first opportunity ever given in this country for shorthand writers to take an examination under the auspices of a national body of shorthand writers and to receive an authentic rating for the work done, and many should take advantage of the opportunity.

The number and the class of the entries already received make it certain that the contest will be one of the most representative ever held in this country.

It is important to know at an early date just how many desire to take the examination, that proper provision may be made for them.

Dictation in the contest will consist of both straight matter and of testimony, while in the examination it will consist of straight matter only. The speeds of the straight matter will be 150, 175, 200, 220, 240, and the testimony will be given at 240, 260 and 280.

The committee in charge of the contest and examination includes J. X. Kimball, chairman; George A. McBride, C. H. Requa, Charles McGurrin, Frederick J. Rose, John C. Lowe and Edward H. Eldridge.

All who desire any information regarding the contest or the examination are invited to write to Edward H. Eldridge, Simmons College, Boston, Mass.

**EDITOR'S SCRAP BOOK**

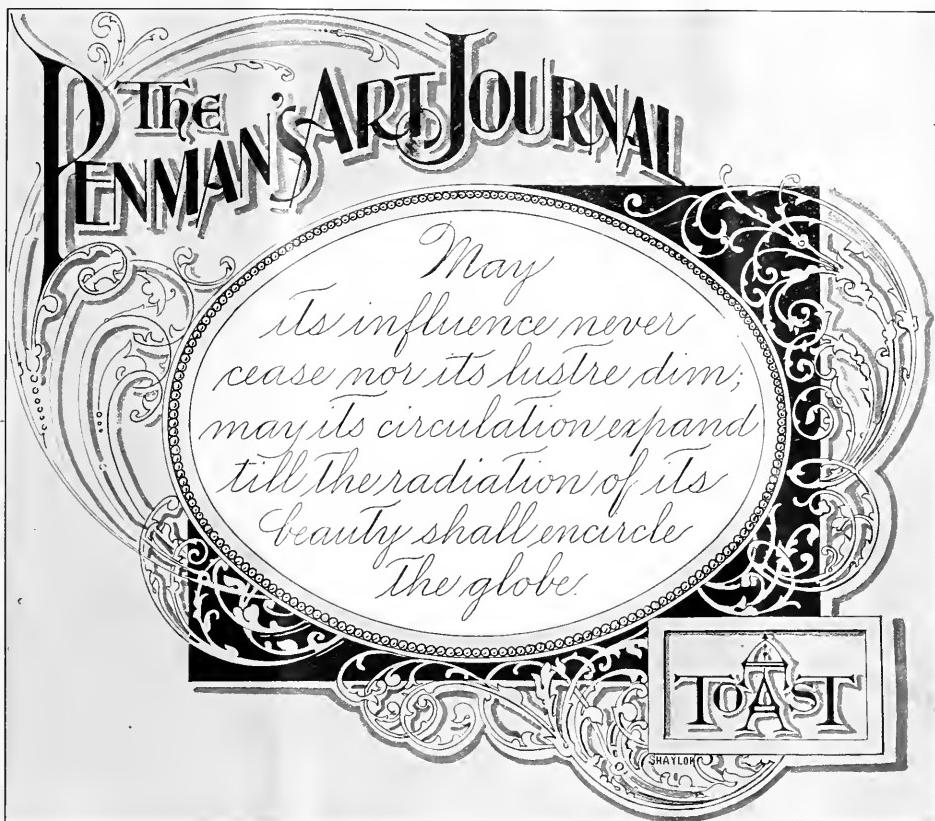
G. W. Ellis, the engrossing artist, of Portland, Ore., has favored us with a verse executed in colors. The work is very neatly done and is a credit to Mr. Ellis.

From the pen of E. J. Abernethy, of Rutherford College, N. C., we have received some well written cards. Mr. Abernethy swings a very skilful quill.

F. O. Andersen, of Ottumwa, Ia., gets out a very attractive card with black and white ink.

Nicely written business letters have been received from W. A. Hoffman, Valparaiso, Ind.; Sam Evans, Covington, Ky., and C. H. Haverfield, Berea, Ohio.

Well written superscriptions have reached our desk from the following: A. W. Morse, Hudson, Mass.; S. C. Bedinger, Springfield, Mo.; A. C. Sloan, Toledo, Ohio; W. J. Elliott, Toronto, Ont.; J. N. Fulton, Ft. Wayne, Ind.; J. D. McFadden, Ottawa, Ont.; W. C. Brownfield, Bowling Green, Ky.; C. W. Jones, Brockton, Mass.; A. M. Womell, Lima, Ohio; Frank Morris, Pekin, Ind.; M. M. Lain, Indianapolis, Ind.; J. H. Bachtenkircher, Lafayette, Ind.; E. J. Abernethy, Rutherford College, N. C.; E. A. Rishor, Bridgeport, Conn.; M. A. Conner, Medford, Mass.; W. A. Hoffman, Valparaiso, Ind.; Miss Bertha W. Ferguson, Breckton, Mass.; Sam Evans, Covington, Ky.; M. A. Albin, Portland, Ore.; J. M. Latham, Quincy, Ill.; L. M. Holmes, Pittsburg, Pa.; D. Elsten, Edmonton, Alta.; P. W. Costello, Scranton, Pa.; C. H. Henken, Brooklyn, N. Y.; C. W. Ransom, Kansas City, Mo.; C. A. Barnett, Oberlin, Ohio; A. C. Sloan, Toledo, Ohio; Merritt Davis, Salem, Ore.; C. J. Gruenbaum, Lima, Ohio; C. A. Zarker, Lancaster, Pa.; O. A. Sanders, Scotts Mills, Ore.; J. W. Washington, Dorchester, Mass.; A. E. Parsons, Keokuk, Iowa.



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S T U V W X Y Z

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Paton '65.

# The Penman's Art Journal

**REWARDS OF A TEACHER'S LIFE***(Continued from page 15.)*

we yet have time to meet each other in friendly, stimulating discussion, roaming at will from the monism of Haeckel to Socialistic theories of society.

But above all other rewards, the teacher who lives in constant contemplation of the eternal verities realizes in his own life and soul structure that result, his greatest reward. For helping others, struggling upward with his face ever to the light, contemplating the lawful play of the Divine Energy in the fashioning of the Universe, he realizes in himself the message of the poet, the lesson of the priest and prophet, and inspiration of the great musician.

**WISCONSIN EDUCATORS MEET**

The summer session of the Wisconsin Commercial Educators' Association met in the rooms of the Wausau Business College. In the absence of the president and vice-president, E. D. Widmer was elected president *pro tem.* Meeting called to order at 11 A. M. The following enrolled:

R. C. Spencer, Spencerian Business College, Milwaukee, Wis.

O. E. Wood, Rhinelander Business College, Rhinelander, Wis.

I. D. Wood, Antigo Business College, Antigo, Wis.

C. A. Cowee, Wausau Business College, Wausau, Wis.

W. W. Dale, Southern Wisconsin Business College, Janesville, Wis.

E. D. Widmer, Wausau Business College, Wausau, Wis.

J. A. Book, Wisconsin Business College, Manitowoc, Wis.  
Rose Keefe, Keefe Business College, La Crosse, Wis.  
Helen Merrifield, Wausau, Wis.

J. A. White, Gregg Publishing Company, Chicago, Ill.

The president appointed the following committees:

Auditing Committee—C. A. Cowee and O. E. Wood.

Resolutions—R. C. Spencer, Ira Wood and C. A. Cowee.

Communications were read from President Semore, E. F. Qunital, R. F. Kennedy and O. L. Trenay, each regretting his inability to be present.

The minutes of the previous meeting were then read and approved. The treasurer's report was referred to the Auditing Committee.

On motion the meeting adjourned till 2 P. M.

Meeting called to order at 2 P. M. by the president.

Superintendent Tobey then discussed the "Relation of the Public Schools to Business Colleges." He was followed by E. D. Widmer, Dr. Gilman and J. A. White. All agree that the business college has its place in supplying a want not met by the public schools.

C. A. Cowee's paper on "Penmanship" created a lively discussion as to the possibility of teaching muscular movement writing in the lower grades of the common schools. Superintendent Tobey, R. C. Spencer and Mrs. Ghrasher, supervisor of penmanship in the Wausau public schools, led in the discussion.

Meeting then adjourned.

The members of the convention met for the evening session at Rothschild Park, and after partaking of supper, arranged for by the faculty of Wausau Business College, enjoyed a musical program from the college orchestra, an address of welcome by Superintendent Tobey, acting for Mayor Lamont, and responded to by R. C. Spencer.

The address of the evening was then delivered by S. W. Gilman, on the "Methods of Preparation for Commercial Activity."

On Friday the meeting was called to order at 9 o'clock by President Widmer.

Miss Rose Keefe enrolled the Keefe Business College, of La Crosse, as a member of the association, and paid the membership fee of \$5.

The advisability of an eighth-grade graduate taking a commercial course was dealt with ably by Superintendent Wenzel Pivernetz. This was discussed freely by the members present, and Superintendent Pivernetz was asked to consult with the Committee on Resolutions in regard to this question.

An excellent paper was then given by E. D. Widmer on the subject of "English," after which J. L. Sturtevant, editor of the *Record-Herald*, Wausau, gave a practical discourse on "How Business College Men Should Advertise."

Meeting adjourned till 1:30 P. M.

Afternoon session opened at 1:30 P. M. President in the chair.

The Auditing Committee reported having examined the books of the treasurer, showing a balance of \$19.94, and found them correct.

Report of the Committee on Uniform Examination was then read by W. W. Dale. Moved by R. C. Spencer, seconded by C. A. Cowee, and also carried that the report be received. The report was then taken up by sections, and created considerable discussion. It was finally moved by W. W. Dale, seconded by Miss Keefe and carried that the report of the committee be adopted, having an 80 per cent. passing standard in place of 90 per cent.

The Committee on Resolutions reported as follows:

Resolved, By the W. B. E. A. that appreciating the cordial reception given the members of our association by the people of Wausau and the Honorable Mayor of the city through his proxy, Mr. Tobey, and the president, faculty and orchestra of the W. B. C., we extend to them, one and all, our most heartfelt thanks.

Resolved, That we hereby express our great appreciation to the Program Committee and the Committee on Uniform Examinations for the excellent services which have contributed so much to make this session a successful and profitable one.

Resolved, That we extend our most sincere thanks to Professor Gilman, of the College of Commerce, University of Wisconsin, for his lecture and advice given during our deliberations, and hereby express the belief that the C. of C. U. of W., under the wise supervision of such men as Professor Gilman, is one of the leading factors toward reform and progress in the commercial field of education.

Resolved, That we extend our thanks to Superintendents S. B. Tobey and Pivernetz for the excellent and most interesting and helpful addresses, words of good cheer and advice given.

Invitations were received from Manitowoc, Superior and Milwaukee for the association to hold its next meeting. This was left with the Executive Committee.

The secretary was instructed to transmit a report of the proceedings of the association to all professional papers. A vote of thanks was extended to the president and city for courtesies and reports of proceedings of the association.

"Willie," said the boy's mother, who was preparing to go out, "you mustn't eat that cake in the pantry while I'm gone. It will make you sick."

Three hours later when she returned Willie said: "You didn't know what you were talking about, mamma. That cake didn't make me sick a bit."

Atlanta, Ga.

Feb. 9, 1898.

Dear Journal,-

Being one of the many thousands that has received much valuable aid and inspiration from your excellent and beautiful pages I beg to congratulate you this day on your grand scheme of three hundred graded open copies in rapid business writing.

Yours for success.

*J. F. Smith*

#### AN ALBUM OF BEAUTIFUL PENMANSHIP

A page from Volume I. of the *Penman's Library*. This volume, published some time ago to retail at 60 cents, is now being sent, postpaid, for fifteen two-cent stamps. The vol-

ume consists of forty pages, size 9x12, and contains the work of thirty-eight of the world's greatest penmen. Every student, teacher or admirer of beautiful writing should have a copy.

**THE JOURNAL'S CERTIFICATE**

The following have received THE JOURNAL's Certificate since our last issue:

Technical High School, Toronto, Ont., J. J. Bailey, instructor—Vira A. Anil, Phyllis Barton, Janet B. Blight, Maude M. Bucher, Isabel L. Carothers, Ada M. Clarke, Mildred E. Day, Gladys M. Durston, Bessie B. Elliot, Bessie Feinstein, Lena Fitzgerald, Mildred M. Gibson, Hazel A. Goggin, Ruby J. Hague, Viola E. Haskell, Irene Hinckley, Ellen Mitchell, Mayme H. Miller, Gladys E. Montgomery, Vera McBean, Florence O'Brien, Marguerite Robertson, Mary S. Rowe, Gladys W. Staton, May A. Thomas, Jennie Varnell, A. Ruby Waters, Myrtle C. Watson, O. May Whitney, Dorothy Wilshire, Ida V. Woods, Herbert D. Anderson, Clifford E. Armstrong, Herbert M. Arnott, Robert J. Bastedo, Ernest E. Brock, Frank A. Clark, Wilfred Collins, Wesley Dunlop, Frederick Gillespie, A. Burdette Gilverson, Robert W. Hewitson, J. Webster Honeysett, R. Maxwell Horning, Allan D. Maxwell, James W. McClelland, Melville McDonagh, Wilmot Richards, George S. Routliffe, Russel C. Savage, Gordon H. Simpson, William J. Stevenson, Joseph Sully, Vernon E. Thompson, James Thornton, Albert R. Virgin, Russel K. Woodard.

Heffley Institute, Brooklyn, N. Y., F. B. Hess, instructor—Joaquin Mata, Jeanette Baff, William T. Schmeekl, Irving Fink.

Alberta College, Edmonton, Alta., D. Elston, instructor—Lily M. Shaw, Minnie Kelsey, Alfred Higgins, Rena Archbold, Eva Edwards.

Gowling Business College, Ottawa, Ont., J. D. McFadyen, instructor—William Hartley, Bower Bruce, Howard Smith, Mabel Switzer.

Central Business College, Toronto, Ont., J. M. Tran, instructor—Charles Morrish, M. Featherstonhaugh, Graham D. Bland.

Cortland, N. Y., Business Institute, L. Tjossen, Instructor—Ole H. Almy, Lucy Notartomaso, Sylvia L. Eaton, E. J. Lucas, Beulah Watters.

Ferris Institute, Big Rapids, Mich., J. A. Snyder, instructor—John Lutz, Clemence Kolb.

Pennsylvania Business College, Lancaster, Pa., C. A. Zarker, instructor—Laura E. Shaw.

Davis Business College, Toledo, Ohio, A. C. Stean, instructor—Clarence I. Schlachter.

Miner's Business Academy, Brooklyn, N. Y., C. H. Larsen, instructor—Louise Reed.

Central Grammar School, Poughkeepsie, N. Y., G. H. Van Veghten, instructor—Mary A. Miller, Birdie E. Baker.

Drake Business College, Passaic, N. J., L. M. Arbaugh, instructor—Laura T. Franck.

Leo W. Danner, Ipava, Ill.

**WHEN A CLERK "RESIGNS"**

Whenever I hear a young man say that he has just resigned his position, it makes me laugh. In nine cases out of ten the truth is that he got fired out of the door like a Russian Grand Duke blown out of time by a stick of dynamite.

There is no objection to one's being conceited—but a mighty serious objection to this particular display of it. When a real man loses his job, he says, "I got fired yesterday because my boss doesn't know a good man when he sees him." When a weakling gets the Grand Bounce, he puts on a sickly, hypocritical smirk and sends the newspaper an item about his "resignation."

Wake up, young man! If you are discharged, admit it, and tell your friends your boss made a mistake.

Believe in yourself, but don't deceive!

Fight, but don't lie!—*Business Monthly Magazine*.

**RESOLUTIONS BY THE WISCONSIN COMMERCIAL EDUCATORS**

Robert C. Spencer, of the Spencerian Business College, Milwaukee, Wis., has sent us a copy of the resolutions adopted by the Wisconsin Commercial Educators' Association early in July. They read as follows:

The Wisconsin Commercial Educators' Association, in semi-annual session in the City of Wausau, July 8 and 9, 1909, being deeply impressed with the claims of education in general and of its responsibility for the character and efficiency of commercial education, declares its attitude and policy on these vital matters of public concernment as follows, viz:

1. We believe that "Education is the only interest worthy of the deep, controlling anxiety of the thoughtful man."

2. That "The public school is foremost among the agencies for leveling up to the highest and best standards of human equality."

3. That special education and training are essential for vocational occupations for which adequate provisions are demanded.

4. That commercial education and training to fulfil the requirements and needs of individuals and society should rest upon a sound basis of general education obtainable in public, parochial and private schools.

5. That the only correct principle and policy governing schools for commercial education and training is to encourage the most thorough preparation therefor and to discourage whatever is inconsistent therewith.

**BENJAMIN FRANKLIN KELLEY—An Appreciation**

One by one our old comrades fall. On June 23 last there died in this city one of the oldest and best known penmen in New York—Benjamin Franklin Kelley.

Mr. Kelley was on his way home with a package of diplomas which he was to engross, when he was suddenly overcome by the extreme heat prevailing at that time, and fell to the sidewalk near his home, dying within a few minutes. Heart failure and overwork were ascribed as the causes of his death.

In the seventies and eighties Mr. Kelley was associated with Daniel T. Ames on the *PENMAN'S ART JOURNAL* and with him spent much time in examining question and forged writing. He was for a long time connected with the Columbia School as instructor of penmanship, and among his many private pupils were George Vanderbilt and George Gould.

As a handwriting expert he appeared in hundreds of cases in and outside of this city, among them some of the most famous, viz.: Molinex, Patrick, A. T. Stewart, Poilson and Cruger cases.

Mr. Kelley was seventy-four years old. I had been associated with him in his expert work for nearly twenty-five years and knew him to be a scholar of great ability, a hard worker, honest and conscientious almost to a fault. Broad-minded, genial and optimistic, he was always fearful of offending, and won respect, love and friendship through his kindly disposition. He was held in high esteem by all who were associated with or knew him.

He leaves a wife, son and daughter to mourn his loss.

A. R. LEWIS.

**AROUSED CURIOSITY**

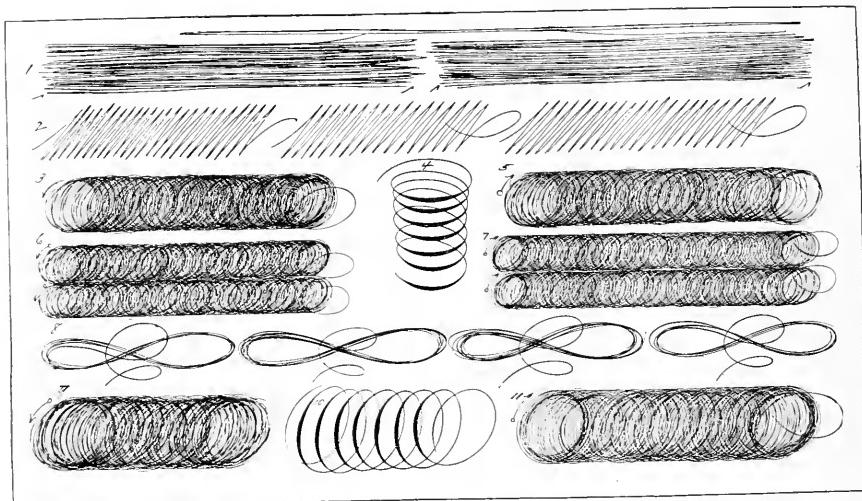
"Beg pardon," said the hotel clerk, "but what is your name?"

"Name!" echoed the indignant guest, who had just registered. "Don't you see my signature there on the register?"

"I do," answered the clerk, calmly. "That is what aroused my curiosity."—*Chicago News*.

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 S T U V W X Y Z.

Claude A. Barnett.



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**PENMANSHIP SUPPLIES**

THE JOURNAL will send the following supplies by mail for the prices named (stamps taken):

*Soennecken Broad Pointed Pen for Text Lettering*, set of 11, 25c.

*Double Holder for Soennecken Pens*—Holds two pens at one time, 10c.

*French India Ink*—1 large bottle by mail, 50c.; 1 dozen by express, \$5.00.

*Gillott's Double Elastic E. F. No. 604 Pens*—A medium fine pen. 1 gross, 75c;  $\frac{1}{4}$  gross, 25c; 1 dozen, 10c.

*Gillott's Principality No. 1 Pen*—A very fine pen. 1 gross, \$1.00;  $\frac{1}{4}$  gross, 25c; 1 dozen, 10c.

*Oblique Penholders*—One, 10c.



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A PERFECT FLICKINGER SPECIMEN. Every one interested in writing should have a line of script from the hand of that master of our craft, H. W. Flickinger. He has a few lines of pencil which he prepared for the copy-book engraver. They are an inspiration to any one who appreciates that which is perfect. 25 cent stamps will bring a specimen. Order to-day. *Penman's Art Journal*, 229 Broadway, New York.

**INVITATIONS RECEIVED**

The Faculty and Graduating Class invite you to attend the Annual Graduating Exercises of Caton School, Friday evening, July 2, 1909, 8:30 P. M., at Caton Auditorium, Pittsburgh, Pa.

The Rhode Island Commercial School, Providence, R. I., requests the honor of your presence at its Eleventh Annual Graduating Exercises on the evening of Wednesday, June 30, 1909, at 8 o'clock. Infantry Hall.

The Graduating Class of Heald's Business College, Reno, Nev., invites you to attend its Commencement Exercises, Thursday evening, July 1. Century Club Hall.

BUSINESS CORRESPONDENCE IN SHORTHAND, Isaac Pitman & Sons, publishers, New York. Paper. 40 pp. Price 25 cents.

This is No. 7 of a series of booklets relating to business correspondence in shorthand, and comprises a part of the letters contained in "Pitman's 20th Century Dictation Book and Legal Forms." It contains printed key, and the matter is counted for speed practice in either shorthand or typewriting. The letters comprise Life Insurance, Lumber, Municipal, Paper and Envelope, Patents and Trademark, Patent Foods, Pensions, Pianos and Pottery and form a valuable collection.

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in the line of Bookkeeping. If it is your aim to develop thoughtful accountants, at a saving of time and patience, you will be interested in our system—endorsed by leading educators as the most rational published. Students who complete this course are able not only to get positions, but to hold them, give satisfaction and merit promotion, because they have learned how to think logically and effectively, and to adapt their knowledge to practical uses.

In addition to the above, you will surely desire to use our new Arithmetic Aids, if you would like to have your students perform quickly, by short methods, all operations with figures that are called for in business offices, so that they may delight business men with their services. The Instruction Book (about 90 pages, in pamphlet form), presents the method under every subject, and each lesson is followed by a series of examples to gain speed. The 100 Speed Exercises are published in tablet form. If you have not received sample pages of these books, they will be sent promptly on request.

We also publish practical text-books on the subjects of spelling, correspondence, English, shorthand, typewriting, commercial law, and an arithmetic presenting the fundamental principles and their application to commercial transactions. The Everybody's Dictionary is superior to any other pocket dictionary on the market. Include a copy in each pupil's outfit the coming season.

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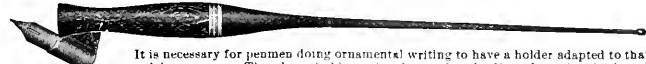
Business, 048, 14, 130

Broad Points, 312, 313, 314

Turned-up Points, 477,  
531, 1876

Esterbrook Steel Pen Mfg. Co.,  
Works: Camden, N. J.

95 John St., N. Y.



It is necessary for penmen doing ornamental writing to have a holder adapted to that special purpose. The above holder is hand-turned and adjusted, made of selected rosewood or ebony, and cannot be made by an automatic lathe. LOOK FOR THE BRAND. If your dealer cannot supply you, send to the designer and manufacturer.

12-Inch - Fancy, \$1; Plain, 50c. 8-Inch - Fancy, 50c.; Plain, 25c.

A. MAGNUSSON, : 208 North 5th Street, Quincy, Ill.

## GILLOTT'S PENS

Revered the world over as  
The Standard of Penmanship

No. 1 Principal Pen

No. 604 EF Double Elastic Pen

No. 601 EF—Magnum Quill Pen

Sold by Stationers Everywhere

JOSEPH GILLOTT & SONS  
ALFRED FIELD & CO., Agents, 93 Chambers St., N. Y.



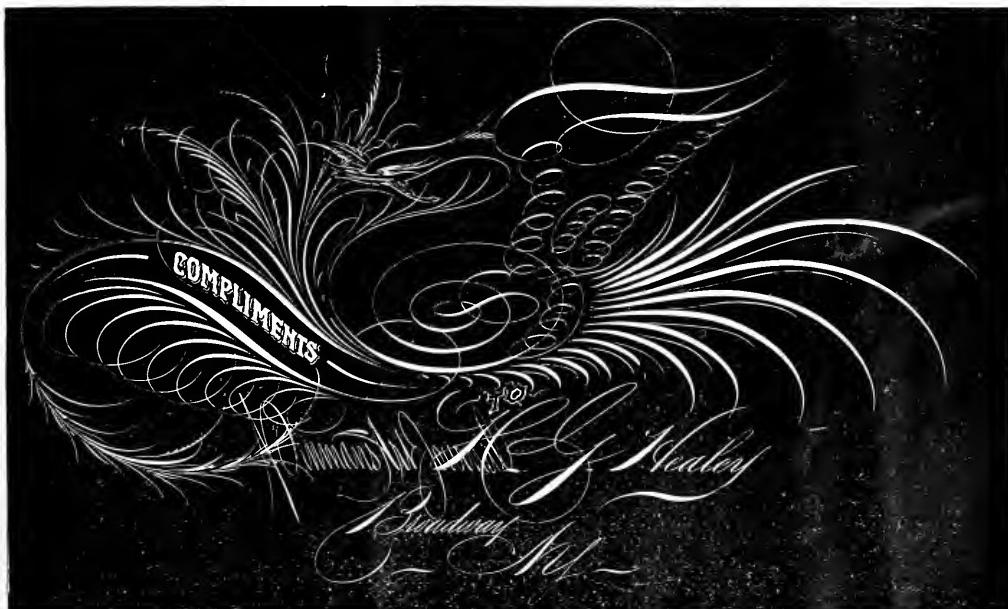
I have been teaching the art for twenty-five years, and have instructed more students in this manner than any person living.

THE DAKIN METHOD produces results where others fail, and never fails to produce satisfactory results.

I receive large specimens of flourishing and make script cuts for Business College advertising.

If you are a Business College Proprietor or a student of penmanship you need my help, and you must see my large penmanship journal which contains something new in every circle of other penmen. It will be sent free. Address

A. W. DAKIN, SYRACUSE, N. Y.



BY W. E. DENNIS, BROOKLYN, N. Y.

The New York Association for the Study and Prevention of Tuberculosis is doing a great good for the cause of humanity in sending to the press regular bulletins describing the work of the association. The headquarters of the body is at 105 East Twenty-second street, New York City. Such work as this cannot fail to be of great interest to teachers. The commercial schools of the country owe a duty to civilization and could do their part in the campaign against the White Plague. There is no more effective method of reaching the homes than through the schools. Of the seventeen million school children in the United States, nearly three million have received instruction concerning the dangers of consumption. It is estimated that in New York City alone there are twenty-five thousand tuberculous children, and it is estimated by certain authorities that there are nearly one million school children in the United States who will probably die of tuberculosis before they reach the age of eighteen. Such facts and figures are not only surprising, but frightening.

#### A LESSON IN GRAMMAR

"Now," said a teacher who was giving a lesson in grammar, "can any one give me a word ending with 'ous' meaning 'full of,' as in 'dangerous'—'full of danger' and 'hazardous'—'full of hazard?'" There was silence in the class for a moment. Then a boy put up his hand. "Well, John," said the teacher, "what is your word?" "Please, sir," came the reply, "'Pious'—'full of pie!'"

#### The Celebrated Madarasz Stick India Ink

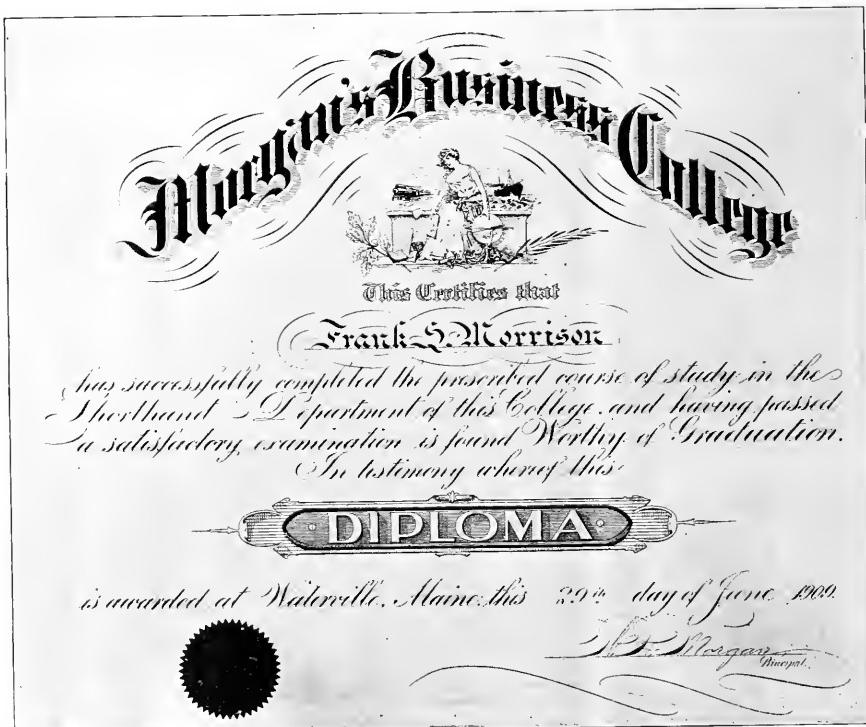
The only ink which gives a pitchy black line. One stick lasts a lifetime. Used universally by the talent. Cannot be purchased elsewhere.

JUMBO No. 1, extra quality.....	\$4.00
JUMBO No. 2, smaller size.....	3.00
GILT EDGE No. 1, finest.....	3.00
GILT EDGE No. 2, smaller size.....	2.00
SPECIAL, oval size .....	1.25

*Sent postpaid on receipt of price. Order to-day.*

PENMAN'S ART JOURNAL, 229 Broadway, New York.

The Alabastine Company, Grand Rapids, Mich., favored the JOURNAL with a copy of their house organ, *Brush and Pail*. They have also sent us a booklet containing a reprint of an article appearing in the *Ladies' Home Journal*, the title of the article being "An Expert's Idea on Artistic Home Decoration," by Alice Greenway. *Brush and Pail* is a very interesting journal, and any one who has anything to do with interior decoration should send for a copy of the June number. An article on the New London schools, and also one by Mr. Ittner, of St. Louis, a leading architect of that city and Commissioner of School Buildings, constitute valuable reading matter.



# C. P. A. COURSE

## Commendations from Students

"The best way to show my appreciation of your course, I think, is by recommending it. Send your catalogue to Mr. —— and you will have a new student." —R. Fuchs, Public Accountant, Chicago.

"If any one doubts the thoroughness of your course just refer him to me." —Thomas Woolhouse, F. I. A., Public Accountant, New York.

We have many such voluntary expressions on file, and from every patron words of commendation are received. It will pay you to write us about our mail course.

R. J. BENNETT, C. A., C. P. A.

15 Wilcox Street, DETROIT, MICH.

THE KINSLEY-DE FELICE STUDIO 261 BROADWAY  
NEW YORK CITY

## Artistic Diplomas and Certificates

Suitable for Business Colleges, Public and Private Schools

DIPLOMA FILLING OUR SPECIALTY

Resolutions and Testimonials Engrossed in Unique Style



One of the leading schools of Penmanship and Drawing in the U. S. Under the personal supervision of L. M. Kelchner.  
If interested write for information. Address Prof. G. H. Langwell, M. C. and Prof. College, Des Moines, Ia.

**PENS!** Have you ever used a pen that gave entire satisfaction? A pen that would slide easily over any kind of paper? Eight two-cent stamps gets three dozen of just the pen for business writing

The Penman's Art Journal  
229 Broadway New York



I will write your Name on one or more CARDS  
and will send them free, a pack FOR 15c.  
of Samples and send terms to agents with each order. AgentsWanted.

**BLANK CARDS** I have the very best blank cards now on the market. Hand cut. Come in 17 different colors. Sample, 10c postpaid, 15c. 1,000 by express, 75c. Card Circular for red stamp.

**COMIC JOKER CARDS** About 50 different kinds. Many new, 100 postpaid, 25c. Less for more. Ink Glossy Black or Very Best White, 15c. per bottle. 1 Oblique Pen Holder, 10c. Gillett's No. 1 Pens, 10c. per doz. **Lessons in Card Writing.** Circular for stamp.

W. A. BODE, Fair Haven, Pa.

## SPENCERIAN

### STEEL PENS

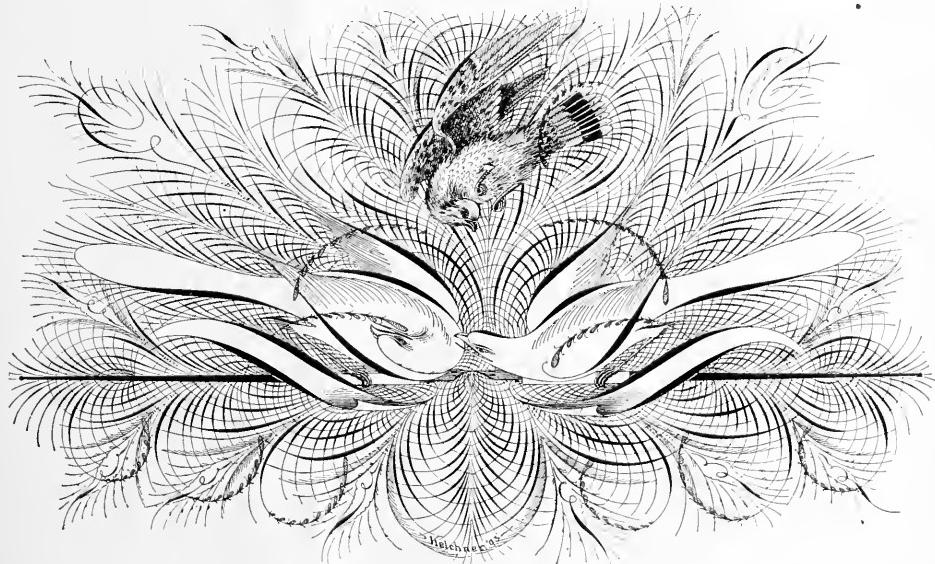


#### FORTY FALCON, SILVER PLATED

This new pen is specially made for general correspondence. Heavily plated with silver to prevent corrosion, easily kept clean, writes perfectly smooth.

Four different patterns of our silver plated pens sent as samples on receipt of 2c stamp for return postage.

**SPENCERIAN PEN CO.**  
349 Broadway, New York



BY L. M. KELCHNER, DES MOINES, IOWA.

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 Single Stroke.
 

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z &  
 a b c d e f g h i j k l m n 1 2 3 4 5 6 7 8 9 0 o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z &  
 a b c d e f g h i j k l m n 1 2 3 4 5 6 7 8 9 0 o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z &  
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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z &  
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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z &

**ENGROSSING ALPHABETS**

A page taken from *Practical Alphabets*, by H. W. Flickinger, a handy volume for the artist engrosser. The book consists of forty pages and cover, and gives complete lessons in all the useful styles of lettering—marking alphabets, German text, Old English text, Roman, Egyptian, Sickels, etc.—

besides many styles suitable for diploma filling. The book is published in three forms—loose slips printed one side for ten two-cent stamps, paper binding for thirteen two-cent stamps, and cloth binding for twenty-five two-cent stamps. Every teacher, student and penman should have this volume, the best product of Mr. Flickinger's skill.

A B C D E F G H I J  
 K L M N O P Q R S T  
 U V W X Y Z  
 a b c d e f g h i j k l m n o p q r s t u v w x y z  
 1 2 3 4 5 6 7 8 9 0

## WANT ADS.

**Classified Advertisements will be run under the above head for 5c, a word, payable in advance. Where the advertiser uses a nom de plume, answers will be promptly forwarded.**

**WANTED**—Schools in need of competent instructors to advertise in the "Want Ad" columns of The Journal; also teachers desirous of making a change to know about the "Jobs." **Want Advertisements Bring Results.** Whether you are a proprietor in search of an assistant or a teacher looking for a position, bear in mind that The Journal goes to all the people you wish to reach. Five cents a word.

**TEACHERS SUPPLIED**—When you require a teacher of the Commercial branches or Gregg Shorthand, write The Willis Business College (S. T. Willis, principal), Ottawa, Canada, and we can probably supply the right person. We conduct a thorough course for the training of public school teachers as teachers of the Business branches and shorthand. State salary.

**WANTED**—Position by experienced commercial teacher. Address Frances Rutherford, 1093 Wabash avenue, Wichita, Kansas.

**FOR SALE**—Whole or part interest in business college in Illinois city of 30,000; excellent opportunity for energetic man. Address L. M. A., care of P. A. Journal.

**FOR SALE**—Owing to total blindness I am willing to sell my \$1,000 college for \$500, or less, for \$250, to party who will run same; easy terms; no competition; fine territory, old school, well furnished; my misfortune, your gain. Address X. Y. Z., care P. A. Journal.

**WANTED**—Position Teaching Commercial and English branches, Ornamental Penmanship, Stenography, Soliciting. By former Proprietor. Address Frank Bushnell, Brookton, New York.

**SCHOOL FOR SALE**—Business school doing good business in Eastern city, 100,000; possession immediately; clears usually \$2,500 annually; owner has other interests. Address M. V., care P. A. Journal.

**WANTED**—Two managers for business colleges in Southern and Middle States; must be men of executive ability and hustlers for business; great opportunity. Address Draughon's Practical Business College Company, Nashville, Tenn.

### New York University School of Commerce, Accounts & Finance

**HIGHER EDUCATION** for accountancy, banking, insurance, real estate and business management, or teaching commercial subjects.

Washington Square, East, New York City

**LEARN** to write your name right ten or more ways, 15c. A trial lesson in writing, 15c.; 2 copies *Parson's Practical Penmanship*, 15c.; 20 sets of 100 words, 15c.; 100 movements, 15c.; a lesson in landscape drawing in colors, 15c.; how to draw funny faces, 15c.; a lesson in designing, 15c.; how to draw black letters, 15c.; 5 script alphabets, 15c.; 5 lettering alphabets, 15c.; 3 flourishes, 15c.; your name on 12 cards, 15c. Circulars only with orders. Address A. E. PARSONS, Keokuk, Iowa.

In answering advertisements please mention the PENMAN'S ART JOURNAL.

## JUNE PICKINGS

Our June business included these high schools: Derby, Conn.; Hammonton, N. J.; Akron, Ohio; Brockton, Mass. (1,100 pupils, 500 in the commercial department); New Bedford, Mass., and West Division High, Milwaukee, Wis. George A. Race goes from Jamestown, N. Y., to Bay City, Mich., as Supervisor of Pennmanship; J. W. Smith, of Cumberland, Md., goes to the Metropolitan Business College, Toledo, and S. C. Bedinger, from Springfield, Mo., to the Globe Business College, St. Paul, not to mention many others that we are not permitted to announce yet. We regret that through misinformation we announced recently that our candidate was chosen at Pullman, Wash. It is the first error of the sort we have ever made in our advertising. August is always a very busy month, and we eagerly welcome available high-grade candidates then and in early September. "No position, no pay," is our motto.

### THE NATIONAL COMMERCIAL TEACHERS' AGENCY.

A Specialty by a Specialist.

E. E. GAYLORD, Manager. 27 Baker Ave., Beverly, Mass.



**THE STATE NORMAL** at Warrensburg, Mo.—the fourth largest State Normal in the United States—will introduce a thorough course for the training of commercial teachers. Our candidate has been selected for the head of this new department. It paid this man to be registered with us, and it has paid many others. Why not let us help you? Emergency calls come throughout the year. Write us if available.

**THE SPECIALISTS' EDUCATIONAL BUREAU.**  
ROBERT A. GRANT, Manager. LUTHER B. D'ARMOND, Associate Manager  
Webster Groves, St. Louis, Mo.



## PENMEN WANTED

We receive hundreds of calls for *first-class* teachers of Penmanship and Bookkeeping.

**More Good Teachers Wanted.**

(Free Registration if you mention this JOURNAL.)

**CONTINENTAL TEACHERS' AGENCY,** Bowling Green, Ky.

### WHAT ONE TEACHER SAYS OF US:

"I am very much pleased with your service, and shall be glad to recommend your Bureau to any teacher desiring a position. It is all any one could ask. You have assisted me in securing an excellent place and in the right part of the country." We have received equally strong commendations from school principals, and if you are a capable teacher or a school manager with a vacancy we can give you the same service. We are proud of the friends we are making.

**UNION TEACHERS' BUREAU, 229 BROADWAY, NEW YORK.**

## THE BREWER TEACHERS' AGENCY

1302 AUDITORIUM BUILDING, CHICAGO

## MIDLAND TEACHERS' AGENCY

**Offices:** Warrensburg, Mo.; Richmond, Ky.; Pendleton, Oregon

Solicits correspondence with competent Commercial Teachers whose records will stand the closest investigation. No enrollment fees.

Schools will find it to their advantage to write us when they desire teachers whose records need no further investigation.

**NOTICE**—KELLOGG'S TEACHERS' AGENCY, 31 Union Square, New York (20th year, same manager), is having a steady demand for commercial teachers. This Agency has filled a large number of fine commercial positions. Wanted for a large institution in Middle States, head of the commercial department, \$1,800; good penman, teach bookkeeping. Don't put off your registering here until too late. Send now. No charge for registration to commercial teachers. Form for stamp. Write to-day.

**THE LAND OF OPPORTUNITIES**—THE ALASKA-YUKON-PACIFIC EXPOSITION will open the first of June for the purpose of exploiting the resources of the Pacific Northwest. We are specializing in the work of placing commercial teachers of the better grade. Wonderful opportunities for live commercial men and women in this growing country. Information for the asking.

**NORTHWEST TEACHERS' AGENCY,**  
615-616-617-618 Pioneer Building, . . . . .

Sentle, Wash.

## MARRIAGE CERTIFICATE

Mailed for 50 cents. Send 2 cents for circular.  
**W. E. DUNN,** 267 EGE AVENUE  
JERSEY CITY, N.J.

**BEATS THE WORLD** Worthington's DIAMOND GLOSS Ink  
is positively unequalled for fine writing. 6 bottles for \$1. Sample bottle by mail 25c.  
P. O. Box 255670, 115 Randolph St., Chicago.

SIMPLE TO LEARN  
EASY TO OPERATE

The typewriter for the beginner because of the first qualification—the typewriter for all operators because of the last.

The straight line  
 Complete Keyboard of

# The Smith Premier

commends itself to the "touch" operator. It gives a key for every character and equal distances between keys, making it easier to operate accurately than any other typewriter. Add to this the other striking Smith Premier features, and it is easy to see why **Model Ten Visible Smith Premier** is the operator's choice.

THE SMITH PREMIER TYPEWRITER COMPANY, Inc.  
 SYRACUSE, N. Y.

